

A

Abandoned Baby: (TN Code Annotated *TCA 36-1-142*) The voluntary delivery of an unharmed infant aged seventy-two (72) hours or younger, by a mother to a health care facility employee at such facility. The mother must deliver the baby without expressing any intention that she desires to have the baby returned.

Abandonment: Deliberate absence of the parent or other caretaker for an extended period with no plan or an inadequate plan or provision for the child's care. It may include:

- a) Abandonment of the child in the child's own home, in day care or in substitute care;
- b) Abandonment of the child in a car, on the highway or in a public place;
- c) Child left in the care of a suitable caregiver but without proper planning or consent. The caregiver leaves the child but does not return when scheduled or has a history of leaving the child without providing essentials for care (e.g., diapers, formula).
- d) Foster Care: The willful failure by a biological parent or legal guardian to visit (more than token visitation) or to provide financial support to a child for a period of more than four (4) consecutive months. Abandonment is one of the legal grounds for termination of parental rights. *TCA 36-1-102, 113*

Absconder: A delinquent offender who hides, conceals, or absents him/herself from a non-secure setting with the intent to avoid custody or supervision by DCS. **(For the purposes of DCS - A JJ child/youth that leaves a non-secure placement or a probation or aftercare case whose location is unknown.)**

Abuse: Abuse exists when a person under the age of eighteen (18) is suffering from, has sustained or may be in immediate danger of suffering from or sustaining a wound, injury, disability or physical or mental condition caused by brutality, neglect or other actions or inactions of a parent, relative, guardian or caretaker. *TCA 37-1-102 (1); 37-5-103 (1)*

Accountability: The extent to which an organization is answerable for its processes and outcomes to a variety of relevant stakeholders including: consumers, community representatives, governing bodies, and governmental regulators.

Accreditation: The formal evaluation of an organization against accepted criteria or standards. A professional society, non-governmental organization, or a governmental agency may conduct accreditation activities. A COA-accredited organization has undergone a period of rigorous self-study and is capable of providing programs and services that meet or exceed COA standards.

Acculturation: (Cultural Competency) The process of adopting the cultural traits or social patterns of a group other than one's own. In regard to immigrant groups, acculturation is the process of incorporating values, beliefs and behaviors from the dominant culture into the immigrants' cultural worldview.

Acquired Immodeficiency Syndrome (AIDS):

1. Acquired means that the disease is not hereditary but develops after birth from contact with a disease-causing agent (in this case HIV).
2. Immunodeficiency means that the disease is characterized by a weakening of the immune system.

Syndrome refers to a group of symptoms that collectively indicate or characterize a disease. In the case of AIDS this can include the development of certain infections and/or cancers/ as well as a decrease in the number of certain cells in a person's immune system.

Acute Needs:

- a) Intense conditions of sudden onset and short duration, typically lasting less than 6 months.

- b) In the context of substance abuse treatment, those needs that require immediate attention and treatment without which the health of the consumer is at serious risk.

Adequate Yearly Progress (AYP): The federal law No Child Left Behind (NCLB) requires states' departments of education to measure adequate yearly progress for schools receiving Title I funds with the goal of all students reaching the proficient level on reading/language arts and mathematics tests by the 2013-2014 school year. Only students who are in a school or district for a full academic year are counted in a school or district's accountability determination.

Adjudication: The outcome of the Court's process to determine the validity of allegations made in a petition or complaint. Children and youth under DCS supervision or in DCS custody may be adjudicated dependent/neglect, unruly, or delinquent.

Adjudicatory Hearing: The Court hearing or trial at which the validity of the allegations of the petition or complaint is determined.

Administer: The act of giving a single dose of a prescribed drug to a client by an authorized person in accordance with federal and state laws and regulations governing such acts. The complete act entails removing an individual dose from a previously dispensed, properly labeled container (including a unit dose container), verifying it with a physician's order, giving the individual dose to the proper client, and recording the time and dose given.

Administration: The personnel responsible for management functions of the organization, including fiscal management, human resources, and service delivery. Such personnel determine organizational goals, acquire and allocate resources to carry out a program, coordinate activities toward goal achievement, and monitor, evaluate, and make needed changes in processes and procedures to improve the likelihood of goal achievement. The term is synonymously used with MANAGEMENT.

Admissible Evidence: Evidence that, under the technical rules applying in various kinds of judicial or administrative cases, may properly be presented to the Court.

Adoption: The social and legal process of establishing by Court order, other than by paternity or legitimization proceedings or by voluntary acknowledgment of paternity, the legal relationship of parent and child. *TCA 36-1-102*

Adoption and Foster Care Analysis and Reporting System (AFCARS): AFCARS collects case level information on all children in foster care for whom State child welfare agencies have responsibility for placement, care or supervision and on children who are adopted under the auspices of the State's public child welfare agency. AFCARS also includes information on foster and adoptive parents.

Adoption and Safe Families Act of 1997 (ASFA): Federal legislation aimed at improving states' response to children and families in the child welfare system. ASFA shortened the time line for achieving permanency, required reasonable efforts be made to find a permanency placement for the child when reunification is not possible, identified cases in which reasonable efforts to prevent removal and reunify the family may not be required, and dictated circumstances under which states must file petitions to terminate parental rights. The act also created incentives for states to increase adoptions. (*P.L. 105-89*).

Adoption Assistance: The federal IVE or state incentive programs available to adoptive parent(s) adopting special needs children to assist them in meeting the child's maintenance, medical, psychological, or other needs.

Adoption Assistance and Child Welfare Act of 1980 (AACWA): Comprehensive federal legislation that outlined states' responsibilities in preventing removal of children and reunifying families through the use of reasonable efforts; required each child have a plan for achieving a permanency goal; enlarged the scope of judicial oversight in juvenile court proceedings; and provided support for families adopting special needs children. (*P.L. 96-272*)

Adoption Assistance Rates:

- **Deferred Adoption Assistance Rate** - Reserved for children at high risk of developing significant medical, psychological, emotional or behavioral issues due to their past history
- **Regular Adoption Assistance Rate** - is available to any child who meets the criteria for IV-E eligibility.
- **Special Circumstance Adoption Assistance Rates** – Designed for the children with unique needs due to a diagnosed medical or mental health condition or a child who requires uncommon level supervision or extra care due to physical, emotional, or mental handicaps. Children with special behavioral problems or alcohol and drug issues may also be eligible
- **Extraordinary Adoption Assistance Rate** - Reserved for children who are placed for adoption whose needs are so unique and extensive that they cannot be met at the regular or special circumstance rate

Adoption Petition: The legal document that specifies the prospective adoptive family's intent and appropriateness to adopt a child and which seeks the establishment of legal relationship of parent/child.

Adoption Record: For purposes of this manual, it is the confidential records, reports, or documents maintained in any medium by the department's staff, a licensed child-placing agency or a licensed clinical social worker which contain any social, medical, legal or other information concerning a child who is placed for the purpose of adoption.

Adoptive Parent(s)/Family: The person(s) who have been made the legal parents of a child by the entry of an order of adoption.

Advocacy: An act performed with or on behalf of others through direct intervention, empowerment, or representation. Case advocacy refers to actions taken in relation to a particular individual consumer. Cause, social, or systems advocacy refers to actions taken in relation to a common issue affecting a group of persons

Advocacy Contractor: A contracted advocacy agency that assists children in DCS custody in exercising their right to appeal TennCare services.

Advocate: A knowledgeable individual familiar with departmental policies and grievance procedures.

Aftercare: Additional services provided beyond the period of primary care that offer continuity and supportive follow-up. (Juvenile Justice): The period of supervision of a delinquent youth beginning at release from the custody of the Department of Children's Services and continuing until the youth is removed from legal supervision.

Affidavit: A written declaration or statement of facts, made voluntarily, and confirmed by the oath or affirmation of the party making it, taken before an officer having authority to administer such oath.

Affirmative Action Plan: A written document that indicates the goals, timetables, programs, and personnel assignments by which an organization ensures that all employees and prospective employees are provided with equal employment opportunity. COA requires a written plan whenever utilization analysis indicates that the work force does not reflect the cultural, racial, ethnic, religious, or gender composition of the defined community.

Aged Out: When a youth adjudicated dependent/neglect or unruly reaches the age of 18 or when a delinquent youth reaches the age of 19 and services or custody with DCS are discontinued the youth is said to have "Aged Out".

Agency: A child welfare agency, regardless of whether such agency is licensed or approved, and includes the Department of Children's Services. TCA 37-2-402

Aggravated Battery: To attack or strike another person with a weapon or cause serious bodily injury. **DOE**

Aid to Families with Dependent Children (AFDC): A federal funding source that has been replaced by Temporary Assistance to Needy Families (TANF) funding.

Alcoholism: a chronic disease with genetic, psycho-social and environmental factors influencing its development and manifestations; it is characterized by preoccupation with the drug alcohol and used despite adverse consequences; its essential features are either a pattern of pathological alcohol use or impairment in social or occupational functioning due to alcohol, either in tolerance or withdrawal.

Alcohol Abuse: The consumption of alcohol in a manner and degree that harms or endangers the well-being of the user or those with whom the user comes into contact.

Allegation: A charge or claim of fact in a report of child abuse or neglect or in a petition. It must be proven if the report or petition is to be found true. The abuse report lists specific events, injuries, or threats (such as cuts, bruises, welts, or medical neglect) referred to as the report allegations. The report also suggests the type of allegation (such as physical abuse, neglect, sexual abuse, or emotional abuse as an introduction to the report's specific allegations.

Alleged Father: The person who is named by the mother as the father or a putative father according to conditions listed in TCA 36-1-117 which is the putative father registry.

Allowance: Funds made available for the personal use of children/ youth who are in the custody of the Department of Children's Services.

American Corectional Association (ACA): The American Correctional Association is the oldest and largest international correctional association in the world. ACA provides correctional organizations with nationally recognized benchmarks that provide administrators with the opportunity to develop a plan for upgrading facilities, programs, and procedures. The standards assist administrators in working effectively with the Courts, legislatures, and the public. Their purpose is to promote improvement in the management of correctional agencies through the administration of a voluntary accreditation program and the ongoing development and revision of relevant, useful standards. The requirements of the process are the same for all types of agencies-state, county, federal, and private. All programs and facilities sign a contract, pay an accreditation fee, conduct a self- evaluation, and have a standards compliance audit by trained ACA consultants prior to an accreditation decision by the Board of Commissioners. Once accredited, all programs and facilities submit annual certification statements to the ACA. Also, at the ACA's expense and discretion, a monitoring visit may be conducted during the initial three-year accreditation period to ensure continued compliance with the appropriate standards.

To be eligible for accreditation, an agency must be part of a governmental entity or conform to the applicable federal, state and local laws and regulations regarding corporate existence. The agency must:

1. Hold under confinement pretrial or pre-sentenced adults or juveniles who are being held pending a hearing for unlawful activity;
2. Hold under confinement sentenced adult offenders convicted of criminal activity or juveniles adjudicated to confinements;
3. Supervise in the community sentenced adult or adjudicated juvenile offenders, including youth placed in residential settings; and/or
4. Have a single administrative officer responsible for agency operations.

American Correctional Association (ACA) Standards: Nationally recognized benchmarks that provide administrators with the opportunity to develop a plan for upgrading facilities, programs, and procedures. The standards assist administrators in working effectively with the Courts, legislatures, and the public.

Americans With Disabilities Act of 1990 (ADA): Title II of the ADA protects individuals from discrimination on the basis of disability by state and local government (Public Entities). It applies to all programs, activities, services and employment of all state and local governments. Basically everything a state or local governmental entity does must be accessible to persons with disabilities. (Refer to Personnel Resource Manual, Procedure Memos Section.)

Ansell-Casey Independent Living Assessment for Life Skills: This assessment provides a broad indicator of the child's readiness for self directed living and helps to focus a child's attention on an area of strength that he/she may not give much thought to. The initial assessment includes information about the youth's current functioning and current developmental stage and includes an evaluation of the youth's ability to perform the age-appropriate skills necessary for independent living. Sources of information for this assessment include the informal evaluation and observations by the parents, foster parents, siblings and peers, as well as the formal observations of professional service providers.

Architectural Barrier: The degree to which a particular service, placement, treatment, intervention or activity is best suited to an individual's needs; not excessive, unduly intrusive, or restrictive; anticipated to be effective in achieving the desired and specified outcomes; and adequate or sufficient in quantity to address the problem.

Arson: The act of willfully and maliciously setting fire to or burning, causing to be burned, or aiding, counseling, or procuring the unauthorized burning of any property, building, or any other structure, whether one's own property or that of another, and causing or having the potential to cause significant damage to person or property.

Assault and Battery: The execution of an attempt to hit or strike another person with the intent to cause bodily harm.

Assault: An attempt (or the unequivocal appearance of an attempt) to do bodily injury with force or violence to another person, accompanied with the apparent present ability to do so.

Assessment (1): The ongoing process that is the foundation for all case management decisions made for families and children relative to the intensity of their level of care services and type of placement. An assessment is completed initially on every appropriate case type and then is updated accordingly at all relevant decision making points initially and throughout the life of the case.

Assessment (2): An evaluation, which utilizes professional expertise and skills in the collection and analysis of data to understand and describe the nature of service needs on an individual, family, or group. Assessment as in needs assessment, is also used to determine priorities of program planning and service development to the organization as a whole.

Assimilation: (Cultural Competency) The process of taking on the cultural traits and characteristics of another distinct group; absorption of a new or different culture into the main cultural body; to make like; to cause to resemble.

Assistive Technology: The commercial or custom-designed devices, modifications, accommodation strategies, and/or related technical services that help persons with disabilities increase, maintain, or improve their functional capabilities.

Association of Administrators of the Interstate Compact on Child Placement (AAICPC): Organization established in 1974 with members from all 52-member jurisdictions to oversee the operation and regulation of the ICPC.

Association of Juvenile Compact Administrators (AJCA): The national body that governs the operation and regulation of the ICJ.

Attachment:

1. An act of attaching or the state of being attached.
2. A feeling that binds one to a person, thing, cause, ideal, or the like; devotion; regard: a fond attachment to his cousin; a profound attachment to the cause of peace.
3. Something that attaches; a fastening or tie: the attachments of a harness; the attachments of a pair of skis.
4. An additional or supplementary device: attachments for an electric drill.
5. Law. Seizure of property or person by legal authority, esp. Seizure of a defendant's property to prevent its dissipation before trial or to acquire jurisdiction over it.
6. Something attached, as a document added to a letter.

Attempted Escape: To create by work and action a reasonable belief that an effort is being made to presently leave custody without authorization.

Attendance Report: A report generated by a school system and used by the system to track each student's attendance as mandated by Tennessee's Compulsory Attendance statute (*T.C.A. 49-6-3007*).

Automated Client Certification and Eligibility Network for Tennessee (ACCENT): The family assistance information system that helps determine if a family meets the criteria for AFDC/food stamps/Medicaid.

Autopsy: An autopsy, also known as a post-mortem examination, is a medical procedure that consists of a thorough examination performed on a corpse after death, to evaluate disease or injury that may be present and to determine the cause and manner of a person's death. There are two types of autopsies. (1) a forensic autopsy is done for medical-legal purposes and (2) a clinical autopsy is performed to determine a cause of death for research and educational purposes.

B

Behavior Credits: Credits that may be earned for good behavior and for satisfactory performance in facility programs.

Behavioral Disorder: A pattern of disturbed behavior that persists over a period of months or years and which results in clinically significant impairment in social, academic, or occupational functioning.

Behavioral Health Organizations (BHO): Managed care organizations for the delivery of mental health care through the TN Care Partners program.

Behavior Support and Management: The uses of specialized interventions to guide, redirect, modify, or manage behavior of children. Behavior management includes a wide range of actions and interventions used in a broad continuum of settings in which adults are responsible for the care and safety of children. These settings include, but are not limited to, residential group care, family foster care, psychiatric hospitals, day treatment, child day care and school age child care, in-home services, educational programs, shelter care, and juvenile detention.

Behavior management includes the entire spectrum of activities from preventative and planned use of the environment, routines, and structure of the particular setting; to less restrictive interventions such as positive reinforcement, verbal interventions, de-escalation techniques, therapeutic activities, loss of privileges; to more restrictive interventions such as time-out, physical escorts, physical/chemical/ mechanical restraints, and seclusion.

Beneficiary: The child for whom the Department of Children's Services maintains an account in the Collective Fund.

Bicultural: (Cultural Competency) The ability to understand and function effectively in two cultural environments. An individual who is bicultural is not necessarily culturally competent.

Bilingual: The ability to effectively speak two languages.

Birth Family: Members of a child's birth mother's and/or birth father's families. (SACWIS-Biological Family)

Birth Father: The biological father of a child; sometimes referred to as natural father; may or may not be the Legal Father. (For example, an adoptive father becomes the legal father when an adoption is legally finalized.)

Birth Mother: The biological mother of a child; may or may not be the legal mother. For example, an adoptive mother becomes the legal mother when an adoption is legally finalized.

Birth Parent(s): The biological parents of a child.

Board of Claims: Board established by law that may approve payment of claims against the state.

Broker Day Care: The process involves the request, procurement and use of Day Care services funded by Social Security Block Grant (SSBG) funding. This service is used as an appropriate intervention and prevention service provided for children referred to the department for alleged abuse and neglect and as a support for DCS foster parents who are caring for children who have not reached school age or who need before or after school care.

Day care services are acquired through the Department of Human Services (DHS) Broker Day Care system. DHS provides financial assistance for child care costs. If child is eligible, DHS issues a certificate on behalf of the parent to their chosen provider and makes payments directly to that provider.

Bumping: Employee action that displaces another in the same job classification as a result of a reduction in force.

Burglary: The offense of breaking and entering any building with the intent to commit a felony.

C

Cardiopulmonary Resuscitation (CPR): A life saving procedure that includes the timed external compression of the anterior chest wall (to stimulate blood flow) by pumping the heart, and alternating with mouth-to-mouth breathing to provide with oxygen.

Career Service Employee: An employee appointed to a career service position, certified from a civil service register, which has completed an initial probationary period and has acquired all civil service rights.

Caretaker: Person responsible for a child's care, whether that person is a parent, legal guardian, or an adult temporarily in a parent's role, as in institutional or out-of-home settings.

Case: A continuum of services provide to a family unit in the DCS system including: referral, investigation/assessment/ ongoing family services through closure.

Case Aide: An individual who was hired to assist case managers in their routine job performances.

Case Manager: A DCS employee responsible for providing case management services to children under the State's supervision, in State custody, or at risk of State custody and their families.

Case Recordings: The ongoing chronological narrative recorded by a case manager that serves to document each contact or to document any activity related to the case.

Case File/Record: A written compilation that describes the client and the services delivered. Records can be in hard copy and/or electronic format. The case record can be used as a source of information for quality improvement or other evaluation activities, for research purposes, or to demonstrate accountability to funding bodies.

Case Manager: A DCS employee responsible for providing case management services to children under the State's supervision, in State custody, or at risk of State custody and their families.

Cause of death: A medical determination or finding based on evidence and opinion. It is the final disease, injury, or complication directly causing death.

Centralized Intake: The process in which intake case workers accept oral or written complaints, reports, or allegations of child abuse or neglect for investigation. The process includes gathering the information needed to determine if a CPS investigation is warranted, determining the urgency of the situation and then initiating the appropriate response. Central Intake is located in Nashville, Tennessee.

Certification of Need for Residential Mental Health Services: The written statement of a licensed physician or a psychologist licensed as a health service provider that a child/youth is mentally ill and in need of mental health services which cannot be provided at an appropriate Tennessee Department of Children's Services facility or contract agency and that can be provided at an appropriate psychiatric hospital.

Chafee Foster Care Independent Living (CFCIP): A new Federal Independent Living Law (Public Law 106-169) that was enacted in 1999 to assist States and localities in establishing and carrying out programs designed to assist foster youth likely to remain in foster care until 18 years of age and youth who have left foster care because they attained 18 years of age, have not yet attained 21 years of age, to make the transition from foster care to independent living.

Chafee Education and Training Vouchers (ETV): These funds are kept separate from the funding of other Chafee Independent Living Program funds) were added the Chafee Program to assist youth connected with the foster care system with the high cost of post high school education. Vouchers can be used for two and four year universities, vocational training programs and job training programs. Youth who meet their state's eligibility requirements for Chafee services will qualify for ETVs, with two notable exceptions. First, youth receiving ETVs can continue to qualify for the financial assistance through age 23 as long as they are still in some form of higher educational program at age 21 and are making satisfactory progress.

Chafee National Youth in Transition Database: A data collection and reporting to ACF on youth who are receiving independent living services and the outcomes of certain youth who are in foster care or who age out of foster care.

Chain of custody: Refers to the proper handling and tracking by obtaining proper signatures of confiscated property that may be used as evidence.

Check: A written order to a financial institution to pay the amount stated with the availability of funds at the time of writing.

Chemical Defense Agent: Chemical agent is an active substance, such as tear gas, used to deter activities that might cause personal injury or property damage.

Chemical Restraint: Chemical Restraint is a psychoactive drug or medication that is used to temporarily and involuntarily immobilize an individual or otherwise limit a person's freedom of movement. Psychotropic medication shall not be used as a means of control or discipline of children or for the convenience of the treating facility. Chemical restraints are different from the ongoing use of medication for the treatment of symptoms of underlying psychiatric illness.

Child(ren): (1) Any person(s) under eighteen (18) years of age. T.C.A. § 36-1-102(11). [A person 18 years or older may not be committed to or remain in the custody of the Department of Children's Services by virtue of being adjudicated dependent and neglected or unruly. T.C.A. § 37-1-102(4)(c).]

(2) A person, who by reason of minority, is legally subject to parental guardianship or similar control.

Children/Youth Eligible for Special Education Services: A child with a disability means a child (age birth through age 21) evaluated in accordance with federal law as having mental retardation, a hearing impairment (including deafness), a speech language impairment, a visual impairment (including blindness), a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, a specific learning disability, deaf-blindness or multiple disabilities, and who, by reason thereof, needs special education and related services. (Public Law 108-446 and TCA 49-10-101 through 49-10-100)

Child Advocacy Centers (CAC): Children's Advocacy Centers (CACs) seek to combine the experience and expertise of Child Protective Investigative Teams (CPITs) in Tennessee, the Department of Children's Services Child Protective Services, Law Enforcement, Prosecutors, Medical and Mental Health to address the needs of children. The process of sharing physical space, time and information allows the entire team to maintain focus on the child. Because cooperating professionals reduce the number of interviews, observe the victim together and hold joint staffings, the process is much less frightening to the child victims. By eliminating duplication of effort and needless delays and by assuring cooperative follow-up, local centers improve effectiveness of all agencies, some of which formerly may have worked in isolation.

Child Abuse Agency: Any person, corporation, or agency which undertakes to or does provide any services to any nature whatsoever, including but not limited to emergency shelter care, homemaker services, or parent training services designed to prevent, or treat child abuse or neglect. This shall not apply, however, to a person licensed by the State of Tennessee to practice medicine or psychology while in the course of such practice nor shall it apply to any school, hospital, mental health center, or similar institution operated or approved by an agency or department of the State of Tennessee. Nor shall it apply to any church or church-related organization.

Child Abuse Prevention and Treatment Act (CAPTA): A federal law that promotes the coordinated planning, knowledge sharing, service delivery modeling, and funding for state programs to prevent child abuse and neglect.

Child Abuse Review Team (CART): A legally mandated multi-disciplinary advisory team to provide case reviews and consultation for all cases in which DCS reports to the juvenile Court a finding of indicated child abuse. The team is composed of at least a representative of DCS, who serves as team coordinator; a physician; a psychologist or psychiatrist; a social worker; a representative of the local juvenile Court, if requested by the juvenile judge; a representative of the local law enforcement agency, if requested by the district attorney general after notification. DCS chooses its representatives and all other persons on the team except for the representatives of the local law enforcement agency and the local juvenile Court, who are chosen by the chief officer of their respective operating units.

Child and Adolescent Needs and Strengths (CANS): A decision support tool used to provide a structured assessment of children along a set of dimensions relevant to service planning and decision-making.

Child and Family Team Meeting (CFTM): A process based on the practice of engaging families and shared decision making. The process seeks to include the child, family members, and other parties involved in the child's case. CFTMs are characterized by respect, honesty, and inclusiveness. The process works toward building consensus decision-making regarding services, placements, and other critical issues that arise in the life of a case.

Child-Placing Agency: Any institution, society, agency, corporation, or facility that places children in foster homes for temporary care or for adoption. A license issued to a child-placing agency shall also include all boarding homes and family day care homes approved, supervised, and used by the licensed agency as a part of its work.

Child Protective Investigative Team (CPIT): A legally mandated multi-disciplinary team that conducts an investigation of alleged sexual abuse. A CPIT includes one DCS Case Manager, one representative from the District Attorney's office, one juvenile Court officer or investigator from a Court of competent jurisdiction, one properly trained law enforcement officer with county-wide jurisdiction from the county where the child resides or where the abuse/neglect occurred, the director of the Child Advocacy Center or designee, and one representative from the mental health profession (optional).

Child Protective Services (CPS): A program division of DCS whose purpose is to investigate allegations of child abuse and neglect and to provide and arrange preventive, supportive and supplementary services.

Child Protective Services Assessment Worker (CPSA): A DCS staff person whose duty is to acquire needed services for a child and family when a CPS case has been classified as unfounded and services are needed.

Child Protective Services Investigator (CPSI): A DCS staff person whose duty is to investigate allegations of child abuse/neglect within the Office of Child Safety.

Child Protective Services Intake: The process that CPS staff follow in accepting oral or written complaints, referrals, reports or allegations of child abuse or neglect for possible investigation. This process involves the gathering of information to determine if the reported concerns meet the criteria for investigation and identifying the appropriate CPS response time.

Child Sexual Abuse: Commission of any act involving the unlawful sexual abuse, molestation, fondling or carnal knowledge of a child as stated in TCA 37-1-602. The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct, or the rape, and in cases or caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

Child Support: is Court ordered or voluntary money payments made to or on behalf of a child by the parent(s) (legal or natural parent(s) who admit(s) paternity). Child support paid while a child is in the custody of the Department of Children's Services may be used to reimburse the State for the child's board payment and other costs of care in compliance with applicable state and federal laws and regulations.

Child Welfare Benefits Counselor (CWBC): The DCS staff that is assigned to process the Benefits Application and establish a foster child's eligibility for federal benefits. CWBC's are responsible for certifying a foster child's eligibility for Title IV-E foster care, Medicaid and coordinating the federal application process for SSI, Title II social security, and veteran's benefits.

Child Welfare Benefits Unit (CWBU): A group of Counselors and Field Supervisors who help to maximize all non-state funding sources used to pay for a custodial child's cost of care. The unit seeks to secure and ensure that all possible financial benefits (Title IV-E, TennCare, SSI, Social Security, etc.) for which custodial children are eligible are claimed on their behalf.

Child Welfare League of America (CWLA): The Child Welfare League of America (CWLA) is the oldest and largest national non-profit organization developing and promoting policies and programs to protect America's children and strengthen America's families.

The Child Welfare League of America, in cooperation with the state child welfare agencies, presents the nation's first comprehensive, interactive child welfare database: the National Data Analysis System (NDAS).

Child's Attorney: The attorney appointed by the Court, or retained by the child or his/her family to represent the wishes of the child. The child's attorney differs from the Guardian ad Litem in that the Guardian ad Litem represents the child's best interests to the Court even if the child's best interests differ from what the child wants.

Children in Special Living Arrangements (CSLA): Is a category of Medicaid that extends Medicaid benefits to children who meet the following requirements:

- ◆ The child is:
 - In a foster care arrangement
 - In the custody of the state child welfare agency
- ◆ The state child welfare agency is assuming some portion of the child's cost of care
- ◆ The child is technically and financially eligible for Medicaid

Children in Special Living Arrangements Adoption Assistance: A category of Medicaid that extends Medicaid benefits to children whose placement in an adoptive home includes adoption assistance by DCS.

Children's Program Outcome Review Team (C-PORT): A team under the direction of the Tennessee Commission on Children and Youth that reviews a random sample of children in state custody. The CPORT process includes a review of records and structured interviews with the following: child, if age appropriate; parents(s); caregiver (foster parent or direct-care staff in a facility); case manager (usually two in Tennessee, home county and residential case manager); teacher or other school representative; representative of the Court ordering custody; any other relevant service provider (Guardian ad Litem, therapist, etc.); and any other significant/relevant person (relative, friend, coach, etc.).

Children's Plan Financial System (ChiPFInS): The computer system, Children's Plan Financial System, which pays the foster care board payments and clothing allowances for children residing in DCS foster and adoptive homes.

Citizens Involvement Council (CIC): An advocacy committee that provides assistance in stimulating positive citizen and community involvement and promoting the use of volunteers at each DCS facility, program and region throughout the State.

Citizens Review Panel: A federally mandated group of professional and concerned citizens that work collaboratively to examine the Department's practices to meet goals related to safety, permanency, and well-being of children.

Culturally and Linguistically Appropriate Services (CLAS) Standards: (Cultural Competency) A set of 14 Culturally and Linguistically Appropriate Services, published under the title: *Assuring Cultural Competence in Health Care: Recommendations for National Standards and an Outcomes-Focused Research Agenda*, by the Office of Minority Health, U.S. Department of Health and Human Services, in the Federal Register, December 22, 2000 (Volume 65, Number 247), pp. 80865-80879. It recommends adoption of a nationwide set of standards.

Classification: YDC Classification – A comprehensive evaluation process of delinquent youth committed to the Department of Children's Services to identify strengths and needs, to formulate treatment and placement recommendations

Classification Decision: The decision as to whether or not child maltreatment has occurred and who is responsible. (CPS)

Classification Report: A staffing summary written as a narrative description of the proceedings from which treatment needs were identified in the five developmental areas (**Health, Education, Social Skills, Personality/Behavior, and Family Community Reunification**). This summary includes participant's comments, observations, or questions, which are not documented elsewhere. This is also the proper place to document the minority or dissenting opinion of team members regarding the youth's treatment recommendations or program placement. Recommendations for further assessments, along with any pending referrals, shall be indicated in the report. The staffing summary must clearly state the treatment recommendations and the justification for each.

Classification Staffing Team: A team composed of at least three (3) professional personnel who meet for the purpose of discussing diagnostic data, identifying problems and strengths, and formulating recommendations including a youth's placement(s) for youth in residential treatment facilities.

Classification Staffing: A meeting called for the purpose of discussing diagnostic data, identifying problems and strengths, formulating recommendations and deciding a student's placement.

Classification Summary: The final report of the classification staffing team summarizing the results of a youth's evaluation, which includes the youth's problems, identifies the youth's strengths and treatment goals.

Closed Case File: Records that were maintained according to legal and/or organizational requirements that are eligible for disposition due to the termination of the physical custody, control, supervision and/or support services of a child by the Department of Children's Services.

Closing Report: Discharge Summary – a narrative summary of a youth's progress during probation or aftercare that is submitted to the court of venue at the time a discharge from supervision is recommended.

Release Summary – a narrative summary of a youth's progress during a custodial episode that is submitted to the court of venue at the time a release from custody is recommended.

Clothing Allotment: Funds approved under a fee schedule provided by the Department of Children's Services on a periodic basis to purchase clothing for children/youth.

Collateral Contacts: (CPS) Persons who are providing information for a child protective investigation but who are not subjects of the report.

Collateral(s); Collateral Contacts: Persons providing information about a child or family.

Collective Fund: The collection of children's accounts used to account for the receipt and disbursement of benefits received from the federal government and to provide for the current and future needs of children in state custody. Benefits currently received for children include SSA (Title II), SSI (Title XVI), RR, Black Lung, and Veteran's.

Combustible Liquid Class II: A liquid having a flashpoint at or above 100°F (37.8°C) and below 200°F (93°C).

Commissioner's Review: Juvenile law mandates special review procedures for returning severely abused children to the custody or home of a person who engages in or knowingly fails to protect children from brutality or abuse. Before the Court allows these children to have unsupervised contact with the perpetrator, the juvenile Court must receive and consider reports and recommendations prepared by the Commissioner of the Department of Children's Services (if there is a finding of severe abuse in the Court), or the Commissioner's designee (if there was no finding of severe abuse in the Court order). The Commissioner of the Department of Children's Services must review the following:

- ◆ Adjudicated severe child abuse. In these cases the juvenile Court judge has made a specific finding of severe abuse, and the Court order includes wording to that effect. Review by the Child Abuse Review Team (CART) is also required.
- ◆ Non-adjudicated severe abuse cases involving children age 5 and under. These cases have been classified as "incident indicated and perpetrator indicated." Severe child abuse did occur but the judge did not state that finding in the Court order. Review by the CART is required.

Commitment Orders: An order by the court of appropriate jurisdiction signed by a judge having juvenile jurisdiction, which commits a child/youth to the care and custody of the Tennessee Department of Children's Services.

Commitment Reduction Credits:

Community Activity: An authorized absence of a youth from a facility with staff or volunteer supervision.

Community Aftercare: Supervision of a youth who has been released from custody and who is subject to conditions imposed by the Courts and the Department of Children's Services.

Community Residential Facilities: A community-based residential treatment facility (group home) staffed and operated by the Department of Children's Services.

Community Services Agency (CSA): A quasi-governmental agency created by an act of the legislature that focuses on the needs of children and other citizens in need of services in Tennessee through regional agencies.

Compact Administrator: The Commissioner of the Department of Children's Services is the designated compact administrator for Interstate Compact on Juveniles (ICJ) and Interstate Compact on the Placement of Children (ICPC) per TCA 37-4-101-106. The Commissioner has appointed staff to serve as Deputy Compact Administrator of ICJ and ICPC who shall carry out all duties and responsibilities for coordinating all activities associated with the administration of the ICJ and ICPC. (See Deputy Compact Administrator).

Comparability of access or benefits: (Cultural Competency) Meaningful equal access and benefits across all populations served, including any adaptations necessary to achieve equality.

Complaint: The initial legal document or pleading in which the allegations of the plaintiff(s) have been articulated in a manner that gives the persons(s) sued notice of the lawsuit and the detailed allegations made against the person. A complaint has to be answered within a certain time frame or a default judgment can be taken against the defendant.

Complete Blood Count (CBC): A complete blood count (CBC) test measures the following:

- The number of red blood cells (RBCs)
- The number of white blood cells (WBCs)
- The total amount of [hemoglobin](#) in the blood
- The fraction of the blood composed of red blood cells ([hematocrit](#))
- The mean corpuscular volume (MCV) -- the size of the red blood cells
- CBC also includes information about the red blood cells that is calculated from the other measurements:
- MCH (mean corpuscular hemoglobin)
- MCHC (mean corpuscular hemoglobin concentration)

The platelet count is also usually included in the CBC.

Comprehensive Assessment: Refers to the combination of several stand-alone assessment tools into one assessment that gives a holistic, strengths based, culturally responsive view of the child and family that can be utilized at any point in a given case.

Concurrent Placement: When a child has more than one placement open at the same time. (Example: A child is placed at a group home and has to go to the hospital.)

Concurrent Planning: In child welfare services the casework approach that focuses on timely, appropriate implementation for achieving permanence for children, whether it is reunification, relative placement, or termination of parental rights.

Confidentiality: An ethical and practice principle that requires the protection of information shared within a professional-client relationship. An organization that upholds confidentiality prohibits personnel from disclosing information about persons served without their written consent.

Condition of Employment: The employee is required to live in state-owned housing to perform functions that are elemental to his/her employment position.

Confidential Records: Any public record or materials which have been designated confidential by statute and includes information or matters or records considered to be privileged and any aspect of which access by the general public has been generally denied.

Confinement for Control: Separation of a youth in a designated area for short periods of time to enable the youth to regain self-control, i.e., youth has attempted to run away from custody. **(State of Tennessee DCS)**

Confinement: Placement of a youth in a secure environment separate from the regular population. **(State of Tennessee DCS)**

Consent To Adoption: The written authorization to relinquish a child for adoption which is given by DCS, a licensed child placing agency, a public agency of another state or country which has the authority, by Court order or by surrender to place the child for adoption and to give permission for the adoption of that child by other persons.

Conservator: Someone appointed by a Court, to which an individual's rights have been transferred. For example, the right to make decisions about treatment or medical care may be transferred from the individual to the conservator, giving the conservator the authority to consent or refuse medical treatment on behalf of the individual.

Consequences: A logical or natural conclusion (cause and effect), following a behavior that serves to increase or decrease the likelihood that a particular behavior will reoccur.

Conspiracy: Two or more students plotting together to riot, escape, and/or cause injury to persons or cause serious destruction or theft of property, together with some act toward accomplishment of same.

Constructive Removal: A constructive removal is the assignment of legal custody of a child to the state child welfare agency, but the assignment of physical custody of a child to a party other than a parent. A physical removal of the child from the home is not required for judicial ordered constructive removals. Constructive removals makes it possible for a child to qualify for Title IV-E foster care if the state agency chooses to allow the child to continue to reside with a care giver between the time the child lived with a parent and when the child entered foster care.

Continuum-of-Care Contract: A service-based system of care which allows the Contractor greater flexibility in designing services for the child/family, the ability to facilitate more rapid movement of the child through the service system, and the ability to "customize" the delivery of services to each child and family in the least restrictive and most cost-efficient manner.

Contract Agency: A person or entity that contracts with DCS to operate and manage a group home, foster home, youth center or provide other required services.

Contraindication: A symptom or condition that makes a particular treatment or procedure inadvisable.

Constructive Abandonment: The reasonable efforts the department has taken for a period of four consecutive months following the removal of the child to assist the parent(s) or guardian(s) to establish a suitable home for the child, but that the parent(s) or guardian(s) have made no reasonable efforts to provide a suitable home for the child, and have demonstrated a lack of concern for the child at an early date.

Continuing Education Unit (CEU): A designated number of contact hours given for participation in an organized, continuing education unit or extension experience under responsible sponsorship, capable direction, and qualified instruction. CEUs are approved by the American Council on Education, the Office of Educational Credit or the National Council on Continuing Education for training programs that meet their established criteria.

Continuing Professional Education: A variety of learning experiences (including, but not limited to, programs, workshops, seminars, courses, meetings, conferences) provided by educational, vocational, and professional institutions and vendors that meet departmental needs and enhances the employee's area of expertise.

Continuum of Care: a service-based system of care which allows greater flexibility in designing services for the child/family, the ability to facilitate more rapid movement of the child through the service system, and the ability to "customize" the delivery of services to each child and family in the least restrictive, and most cost-efficient manner.)

Contraband: Any item possessed by an individual or found within the facility that is illegal by law or that is expressly prohibited by those legally charged with the responsibility for the administration and operation of the facility or program and is rationally related to legitimate security, safety, or treatment concerns. **(State of Tennessee DCS modified)**

Contraceptive Devices: All medically approved supplies and procedures designed to prevent conception.

Contract: A legal written agreement mutually binding two parties, upon consideration, to perform services promised by one party and assented to by the other.

Contract Agency Case Worker (1): A staffed person through a contracted agency providing services for DCS state custody children and youth. This person works directly with the youth in custody. **(DCS)**

Contract Agency Case Worker (2): A staff person of a DCS contract agency providing services for DCS state custody children and youth. This person works directly with the youth in custody.

Contract employee: Any individual who has signed a legal, written agreement to perform services for the department.

Controlled Substance: Refers to any drug or other substance included in schedule I, II, III, IV, or V of 21 USC 812 or any other federal regulations. Such substances include, (but are not limited to) Marijuana, Cocaine, "Crack" Cocaine, PCP, LSD, Heroin, etc. Prescription or "Legal" drugs not prescribed by a licensed physician are also included.

Convenience: Any action taken by a facility to control a resident's behavior or manage a resident's behavior with a lesser amount of effort by the facility and not in the resident's best interest.

Conversions: When negative skin test becomes positive, person is said to have converted from negative to positive.

Corporal Punishment: The intentional application of painful stimuli to the body in an attempt to terminate behavior or as a penalty for behavior, but does not mean aversive stimuli.

Correspondence: Written communication, e.g., letters, post cards, greeting cards, to or from a youth that is transmitted through the United States Postal Service or any commercial carrier.

Cost Center: Program or location categories within the institution/division (allotment code).

Council on Accreditation: An international, independent, not-for-profit, child- and family-service and behavioral healthcare accrediting organization that partners with human service organizations worldwide to improve service delivery outcomes by developing, applying, and promoting accreditation standards.

County of Venue: The county in which a Court with competent jurisdiction may hear and determine a case.

Court: Chancery, circuit, or general sessions court, juvenile, probate and criminal court. Often the term “court” is used interchangeably with “judge” or “referee,” as in the statement, “The lawyer presented evidence to the Court.”

Court Advocate Program: A program consisting of Department of Children’s Services personnel located in each county, to facilitate the efforts of the department to assist and inform youth under the age of eighteen (18) to the Tennessee law requiring parental consent to obtain an abortion.

Court Appointed Special Advocate (CASA):

Court of Jurisdiction: The Court with the power given by the law to decide, or adjudicate, a certain type or types of cases. For example, the juvenile Court is the Court of jurisdiction to determine if children are dependent and neglected and to ratify the Plan of Care for the child.

Court Order: An order, decree or directive from a judge, referee or Court of competent jurisdiction over the matter at issue.

Court Report: The written report to the Court in response to an Order of Reference in an adoption proceeding which describes to the Court the status of the child and the prospective adoptive parent(s) or the persons to whom the child is surrendered. Such a report may be preliminary, supplementary, or final in nature.

Court Appointed Special Advocate (CASA): A person appointed by the Court to make recommendations regarding appropriate service and outcomes for a child in state custody.

Critical Incident Reports: A report generated to inform DCS management of a significant occurrence within a DCS youth development center of a DCS group home.

Cubic Foot: The standard unit of measurement of records volume. The following conversion table will assist in converting records to cubic feet: **(DCS Records & Archives)**

1 letter-size file drawer	1.5 cu. Ft.
1 legal-size file drawer	2.0 cu. Ft.

1 letter-size open shelf – 13”	1.0 cu. Ft.
1 legal-size open shelf – 12”	1.0 cu Ft.
1 letter size lateral file 36”	2.0 cu. Ft.
3,000 letter size sheets of paper	1.0 cu. Ft.
3” x 5” cards, ten 12” rows	1.0 cu. Ft.
4” x 6” cards, six 12” rows	1.0 cu. Ft.
5” x 8” cards, four 12” rows	1.0 cu. Ft.
10,000 tab cards	1.0 cu. Ft.
200 floppy (5 ½ “)	1.0 cu. Ft.
16 Magnetic tape reels	1.0 cu. Ft.
50 (100 ft. rolls) 35 mm. Micro film reels	1.0 cu. Ft.
100 (100 ft. rolls) 16 mm microfilm reels	1.0 cu. Ft.
Standard archive storage box	1.0 cu. Ft.

Culture: The customs, habits, values, skills, technology, beliefs, and religious, social, and political behaviors of a group of people in a specific period of time.

(Cultural Competency) Culture is the broadest and overarching fabric of the social environment. It may include racial, ethnic, religious, or social communities or populations. Race is separate from culture. Culture is more about behavior than biology. Emphasizing culture when discussing how human services workers develop cultural competency- and removing race from that discussion- helps focus on behaviors, attitudes and practices needed in order to effectively serve diverse cultural communities.

Cultural broker or Culturally-informed consultant: (Cultural Competency) A person serving in a non-clinical or non-professional capacity who is recognized by the client’s cultural or linguistic community as one who has knowledge of a particular culture or language and its definition of health, mental health, and family dysfunction and who is used by service providers and organizations to assist in providing culturally and linguistically-appropriate service. The term should not be confused with a professional consultation between a mainstream provider and a culturally-specific provider. There are no established criteria for certifying when an individual is culturally informed, but the organization may establish a test to determine a consultant’s usefulness in facilitating positive client outcomes. An organization that uses cultural consultants to facilitate face-to-face client encounters may use feedback from clients and families.

Cultural Competence or Culturally Competent: (Cultural Competency) The capability and will of a provider or service delivery organization to respond to the unique needs of an individual client, which arise from the client’s culture and to use the client’s cultural strengths as a tool in the healing or helping process. For example, an African American psychologist may be competent to provide culturally-specific services to African American clients but would not be culturally competent unless she/he has demonstrated success in treating clients of at least one other culture.

Cultural Competence: (COA) The degree to which an organization modifies or tailors the system of service delivery to the ethnic, racial, cultural, religious, and national diversity in its service population. Such tailoring includes personnel selection, training and development; assessment; service planning and implementation; and program evaluation and consumer care monitoring. Sometimes referred to as "cultural sensitivity" or "cultural responsiveness."

Custody: The control of actual physical care of the child and includes the right and responsibility to provided for the physical, mental and morale well-being of the child *TCA 37-1-102 (b) (8)*.

Cutoff: To cutoff records in a file means to break, or end, them at regular intervals to permit their disposal or transfer in complete blocks and, for correspondence files, to permit the establishment of new files. Cutoffs are needed before disposition instructions can be applied because retention periods usually begin with the cutoff, not with the creation or receipt, of the records. (DCS Records & Archives;

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Daily Log: A form used to document pertinent notes and activities in a DCS community residential facility (group home).

Damaging/Destroying State Property: The intentional and malicious destruction of State-owned property. This includes supplies, clothing, materials, and other items issued from State supplies for the personal use of students.

Daniel Memorial Institute, Inc Independent Living Assessment for Life Skills (DMA): This assessment provides a broad indicator of the child's readiness for self directed living and helps to focus a child's attention on an area of strength that he/she may not give much thought to. The initial assessment includes information about the youth's current functioning and current developmental stage and includes an evaluation of the youth's ability to perform the age-appropriate skills necessary for independent living. Sources of information for this assessment include the informal evaluation and observations by the parents, foster parents, siblings and peers, as well as the formal observations of professional service providers.

Day Leave: An authorized absence from a DCS facility by a youth for an approved program activity without direct staff supervision such as school or work.

Day Pass: For adjudicated delinquent youth, an authorized pass of no more than 8 hours with an approved resource in which the youth is required to stay within a 50 mile radius of the facility/program.

Day Pass to Home: For adjudicated delinquent youth, an authorized home visit that does not exceed 12 hours.

DCS Treatment Facility: A facility operated by DCS primarily for the provision of treatment and rehabilitative services for adjudicated delinquent youth. A DCS youth development center or a DCS group home.

Dead Time: A period during which a determinately committed youth is absent from a program without proper authorization. During this period, the youth does not earn any Youth Commitment Reduction Credits (YCRC) nor does he/she get credit toward meeting the time obligation. Upon his/her return to an approved program, the expiration date will be extended up to the amount of time he/she was on AWOL status.

Degree of Relationship: The relationship between the caregiver and the child example: the parent or stepparent of the child. The caregiver may be related through blood, marriage or adoption. Examples include: grandparents, great-grandparents, aunts and uncles, siblings, great-aunts and great-uncles, first cousins, or great great grandparents.

Defacto: Exercising power as if legally constituted.

Defense Counsel Commission: Commission established by law that may approve payment of private counsel for employees for incidents or causes in action occurring or arising before January 1, 1985.

Delinquent act: an act designated a crime under the law, including local ordinances and federal law, excluding traffic offenses other than failure to stop when involved in an accident, driving under the influence, vehicular homicide, or any other traffic offense classified as a felony. TCA 37-1-102.

An act that would be considered a crime if committed by an adult. (**American Correctional Association**)

Delinquent child/youth: A child/youth who has committed a delinquent act and is in need of treatment and rehabilitation. TCA 37-1-102

Demotion: A change of status of an employee from a position in one class to a position in another class of a lower salary grade.

Department of Children's Services (DCS): The state department responsible for providing identified youth the following services: child protective services, foster care, adoption, delinquency programs, probation/aftercare, and treatment/rehabilitation programs.

Department of Human Services (DHS): The Department is responsible for administering more than 20 types of services throughout Tennessee, including Families First, Food Stamps, Temporary Assistance for Needy Families (TANF), Medicaid/TennCare, Child Support, Child Care, Adult Protective Services, and Rehabilitation Services.

Department of Education (DOE): The Tennessee Department of Education provides oversight to Tennessee's public school systems.

Department of Mental Health and Mental Retardation Liaison: A DCS central office employee assigned to coordinate the referral and transfer process of students between DMHMR and DCS

Departmental Bank Account: Bank accounts in the name of a Children's Services center or division that are the responsibility of that Children's Services center or division.

Departmental Policy Coordinator (DPC): The staff person within DCS charged with the duties of policy development.

Departmental Property Officer: A staff person appointed by the Director of Facilities and Support Services to be responsible for the daily management and oversight of all state-owned property transactions for the department.

Dependent and Neglected Child: A child who is without a parent, guardian, or legal custodian; whose parent, guardian, or person with whom the child lives, by reason of cruelty, mental incapacity, immorality, or depravity is unfit to properly care for the child; who is under unlawful or improper care, supervision, custody, or restraint by any person, corporation, agency, association, institution, society, or other organization or who is unlawfully kept out of school; whose parent, guardian, or custodian neglects or refuses to provide necessary medical, surgical, institutional, or hospital care for the child who, because of lack of proper supervision, is found in an unlawful place; who is in such condition of want or suffering or is under such improper guardianship or control as to injure or endanger the morals or health of himself/herself or others; who is suffering from or has sustained a wound, injury, disability, or physical or mental condition caused by brutality, abuse, or neglect; who has been in the care and control of an agency or person who is not related to the child by blood or marriage for a continuous period of 18 months or longer in the absence of a Court order, and the person or agency has not initiated judicial proceedings seeking either legal custody or adoption of the child; who is or has been allowed, encouraged, or permitted to engage in prostitution or obscene/pornographic photographing, filming, posing, or similar activity and whose parent, guardian, or other custodian neglects or refuses to protect the child from such activity (TCA 37-1-102(b)(12)).

Deputy Compact Administrator: Designated DCS staff acting on behalf of the Commissioner as the Deputy Compact Administrator who shall carry out all duties and responsibilities for coordinating all activities associated with the administration of the Interstate Compacts on Juveniles and Placement of Children. (See definition of Compact Administrator.)

Designee: A person who is designated to stand in place of another.

Desk Top Support Engineer (DSE): The information systems staff authorized to set-up new and existing computer equipment.

Detention: The confinement of a child in a secure area.

Determinate Commitment: A commitment of a delinquent youth by the Juvenile Court to the Department of Children's Services for specified offenses (Class A felonies) for a sentence not exceeding that of Range I for an adult offender and not to extend beyond the youth's nineteenth (19th) birthday. Determinate sentences may be given due to the nature of the offense or as a result of the youth's age. *TCA 37-1-137 (a) (1) (B)*

Determinate Commitment Expiration Date: The date a youth with a determinate commitment must be released from custody.

Detoxification: Treatment designed to free an addict from his/her alcohol or drug habit.

Developmental Area: The educational, physical, social/ emotional, and behavioral domains in which a child/youth is evaluated.

Diligent Search: The duty of DCS case management employees to identify all relatives and to make vigorous efforts to contact all relatives to determine if anyone can provide a permanent placement for the child. This process begins during the CPS investigation and continues until a child has been determined to be eligible for a legal risk placement. Every possible means must be utilized to identify family within the first seven (7) days of custody.

Direct Line of Supervision: That working relationship normally indicated by the chain-of-command or staffing chart, whereby one employee has direct authority over another. Within a Children's Services Center, the shifts are to be considered separate units, i.e., a sergeant on the first shift does not supervise a Youth Service Officer assigned to the second shift, but the Youth Service Manager of Security does supervise all security staff within that Children's Services Center.

Direct Placement: The placement of a newborn child directly from the hospital with the prospective adoptive parents and prior to the initiation of any action to terminate parental rights

Disabled Students: Those students certified under regulations of the State Board of Education who are unable to be educated or trained adequately in regular programs without the provision of special classes, instruction, facilities, or related service, or some combination thereof. This term includes all mentally retarded students, speech and/or language impaired, deaf and hearing impaired, blind and visually limited, physically handicapped and/or other health impaired, learning disabilities, emotionally disturbed, multiple handicapped, intellectually gifted and other students who needs an abilities cannot be served a regular classroom setting.

Discharge: The termination of the physical custody, control, and/or supervision of a delinquent youth by the Tennessee Department of Children's Services.

Disciplinary Advocate: A staff member who assists the youth during the disciplinary and appellate process.

Disciplinary Confinement: The confinement of a youth in a secure setting for up to, but not in excess of five (5) days, for major behavioral violations in a Youth Development Center.

Discipline: Any action taken by a facility for the purpose of punishing or penalizing residents.

Discipline records: Discipline records may include reports of office referrals or incident reports, suspensions, expulsions and zero tolerance offenses.

Discipline Committee: A committee of at least three (3) members who should represent different areas, who are appointed by the YDC Facility Administrator, authorized to conduct hearings and impose disciplinary actions that comply with the policies and procedures of the facility and who shall not be witness to the incident to be heard or be the reporting staff member.

Dismissal: Termination/separation of an employee for disciplinary reasons.

Dispense: In a DCS facility, the issuing to a patient, or to a person acting in his/her behalf, of one or more unit doses of a drug in a suitable container with appropriate labeling. Dispensing includes the act of packaging a drug, either from a bulk container or as a result of compounding, in a combination other than the original container of the manufacturer or distributor, and labeling the new container with all the information required by the state and federal law. Except for physicians or dentists, the act of dispensing is limited to licensed pharmacists and persons working under their immediate supervision and may not be performed by a nurse or other non-pharmacist. **(State of Tennessee DCS)**

“ ‘Dispense’ means to deliver a controlled substance to an ultimate user or research subject by or pursuant to the lawful order of a practitioner, including the prescribing, administering, packaging, labeling, or compounding necessary to prepare the substance for that delivery.” **TCA 39-17-402(7) Criminal Offenses; Drugs**

Disposition: An action taken, such as transferring, purging, destroying, microfilming, archiving, etc., regarding records that have reached the end of their retention period. File disposition normally occurs on the 21st birthday for a social service child and the 22nd birthday for a juvenile justice child. **(Records Management)**

Disposition Hearing: A juvenile Court hearing during which arguments are made as to what should be done with a child already adjudicated to have been abused, neglected, unruly, or delinquent. This hearing is often combined with the adjudicatory hearing, but it may be scheduled up to 15 days later if the child is in custody (or 90 days if the child is not in custody). Further evidence is presented at this time to determine if the child will be placed in foster care, will remain in foster care or some other placement, or will remain with the parents.

Dispositional Hearing: A juvenile Court hearing, which may occur during the same proceeding as the adjudicatory hearing or at a later date, the Court determines what will be done with the child whom the Court has adjudicated dependent and neglected, unruly, or delinquent. Further evidence will be presented at this time to determine if the child will be placed in custody, will be placed in some other placement, or will remain in the current placement.

Disruptive behavior: Any acts, verbal or physical, which interrupt activities/programs.

Diverse Population: (Culture Competency) Those persons who exist within cultures that are different from that of the dominant or mainstream groups including, but not limited to, racial and ethnic minorities, persons of color, American Indians, gay, lesbian, bisexual, and transgender cultures, deaf culture, disabilities culture, economic class cultures, and immigrants.

Diverse Staff: (Culture Competency) Organization workers who are representative of the demographic characteristics of the service area. The concept focuses on recruitment and retention. It is distinct from the concept of “culturally competent staff,” which focuses on issues of education and training to achieve greater skills and knowledge. The diversity of an organization’s staff is a necessary, but not sufficient, condition for providing culturally and linguistically appropriate services.

Diversion CRP: A "front end" community residential program that accepts students directly from the community.

Division of Claims Administration: An administrative unit of the Office of the Treasurer established to promulgate rules and regulations to ensure orderly filing, investigation, hearing, and disposition of claims brought before it by or for a state employee or against the state

Division: The sum of all organizational entities reporting to an Assistant Commissioner.

DMH/MR: Tennessee Department of Mental Health and Mental Retardation.

Donated Property: Any item of real or personal property given to the state by the lawful owner which is free of any legal encumbrances, except as stated.

Do Not Resuscitate Order (DNR): A medically binding order by a physician directing health care personnel not to initiate or continue medical treatment or artificial ventilatory support for a patient whose heart has stopped beating or whose respiration has ceased.

Double Back: The period of time between when a person has a split relief schedule, completes an assigned shift, and must report for his/her next shift.

Drug:

1. A substance other than food, whereby its chemical nature affects the structure of union of a living organism.
2. Any controlled substance subject to testing pursuant to drug testing regulations adopted by the U.S. Department of Transportation. A covered employer shall test an individual for all such drugs in accordance with the provisions of T.C.A. § 50-9-101, et. Seq. The Commissioner of Labor and Workforce Development may add additional drugs by rule in accordance with T.C.A. § 50-9-111.

Drug Addiction: The state of periodic or chronic intoxication produced by the repeated consumption of a drug characterized by over- powering compulsion to continue use of a drug; development of a need for increased dosages of the drug over time; and a physical dependence on its effect.

Drug test: Any chemical, biological or physical instrumental analysis administered by a laboratory authorized to do so pursuant to T.C.A. § 50-9-101 et seq.

DSM: Diagnostic and Statistical Manual of Mental Disorders.

Due Process: Judicial or administrative proceedings designed to safeguard the legal rights of an individual; basically it consists of giving notice of charges, allegations, changes in status, and giving the appropriate persons the opportunity to be heard or to present evidence on his/her behalf.

Early Periodic, Screening, Diagnostic and Treatment Services: (EPSD&T) The preventive health care services provided under TennCare to children under 21. This is a required service under Federal Medicaid law and thus, is required in Tennessee's Managed Care Medicaid program that is known as TennCare. This benefit for children under 21 and is to insure that children have a comprehensive health program.

Early Placement: The placement of an infant with the prospective adoptive parent(s) prior to the complete termination of all parental rights.

Ecomap: A map that provides a visual image of family members who reside in the household and the formal and informal resources in the community available to them.

Education Information System (EIS): The Tennessee Department of Education's data warehouse for storing data collected from it's SSMS and other sources, such as testing.

Education Training Vouchers (ETV's): (See Chafee Education and Training Vouchers) Educational and Training Vouchers were added to the Chafee Independence Program to assist youth and young adults connected with the foster care system with the high cost of post-high school education. Vouchers can be used for eligible two and four-year universities, vocational training programs and job training programs.

Education Passport: The Education Passport is the compilation of documents that constitute the educational history for a student. It includes the Education Passport form (CS-0657) and the following documents: the school enrollment letter, vital records, academic history records, attendance/discipline records, special education records, and health information. The Education Passport is compiled by the Family Services Worker and is provided to schools upon enrollment in order to facilitate delivery of appropriate services.

Elderly and Vulnerable Abuse Registry: The Abuse Registry for the State of Tennessee is maintained by the Tennessee Department of Health. The Abuse Registry includes names of persons involved in abusive, neglectful or exploitative acts towards vulnerable persons. The names on the Abuse Registry are initially submitted for placement from various Departments and Divisions of Tennessee State Government who oversee the protection and welfare of vulnerable persons.

Under the Tennessee Code Annotated (T.C.A.) provider agencies must check the Abuse Registry before hiring a worker or volunteer. If a person is listed on the Abuse Registry that person cannot be hired or permitted to provide care. For a complete review see Title 68, Chapter 11, Section 1006 of the Tennessee Code Annotated (T.C.A. 68-11-1006).

Elective Abortion: Abortions that are initiated by personal choice.

Electronic mail (E-mail): A means of sending and receiving messages using a computer network.

Electronic mail (e-mail) message: A document created or received via an electronic mail system, including brief notes, formal or substantive narrative documents, and any attachments, such as word processing and other electronic documents, which may be transmitted with the message.

Electronic record: Any DCS documents that are kept in electronic form (i.e., TNKids) rather than in paper form.

Eligible case: A child that has been determined to qualify for "welfare" benefits.

Eligibility: The process of determining for what "welfare" benefits a child may qualify.

Eligibility Report: A form completed at an IEP team meeting by IEP team members which makes a statement that a child meets or does not meet IDEIA standards for eligibility for special education services.

Emancipated minor: A person under the age of 18 years of age who is totally self-supporting.

Emancipated to Adulthood: When a youth adjudicated dependent/neglect or unruly reaches the age of 18 or when a delinquent youth reaches the age of 19 and services or custody with DCS are discontinued, the youth is said to have “Emancipated to Adulthood”.

Emergency: Any event in which a child/youth placed in an out-of-home care setting poses an imminent or immediate risk of harm to the physical safety of himself/herself or other individuals.

Emergency Confinement: The confinement of a youth (without due process) in a secure setting as a result of behavior that threatens the safety and security of youth and staff at a YDC.

Emergency Counts: Counts, conducted at times other than one of those times designated for formal counts, when anyone suspects a youth is missing.

Emergency Evaluation for Inpatient Psychiatric Hospitalization: Specialized Crisis Services when there is a question about the need for acute psychiatric hospitalization. A mental health professional (typically licensed and at least master’s prepared) will evaluate the youth, gather information from patient/caregiver/placement and determine if the youth meets criteria for emergency hospitalization (is a harm to self or others and is unable to contract for safety) if the youth expresses serious suicidal or homicidal thoughts or behaviors; experiences severe depression; exhibits bizarre behavior; disorientation; confusion or hallucinations; acts in a destructive manner or is otherwise out of control.

Emergency Impairment: The unplanned break-down of any fire protection system and/or fire hydrants due to equipment failure.

Emergency Mental Health Transfers: The movement of a youth from a TDCS facility to an institute operated by the Department of Mental Health and Mental Retardation (DMHMR), Division of Mental Health, in accordance with the provisions of TCA 33-3-403.

Emergency Pass: For adjudicated delinquent youth, a Court and DCS authorized absence from the facility recognized by the supervisor as requiring the student’s presence at home, such as serious illness/injury or death in the immediate family. Approval from the committing Court is required.

Emergency Safety Situation: An unanticipated child/youth behavior that places the child/youth or others at serious threat of violence or injury if no intervention occurs and that calls for an emergency safety intervention. An emergency safety intervention must be performed in a manner that is safe as well as proportionate and appropriate to the severity of the behavior, the child/youth’s chronological, and developmental age, size, gender, physical, medical, and psychiatric condition; and personal history.

Emergency situations: Emergency situations include accidents, serious illness, fire medical emergencies, water emergencies, natural disasters, emergencies associated with outdoor activities, hostage situations, bomb threats unlawful intrusion, assaultive behavior; and other life threatening situations.

Emergent: Emergency or urgent medical situation.

Emotional Abuse: Emotional abuse includes verbal assaults, ignoring and indifference or constant family conflict. If a child is degraded enough, the child will begin to live up to the image communicated by the abusing parent or caretaker.

Employee Assistance Program: A program offered by the State of Tennessee which provides confidential and professional counseling services to assist employees and their families in resolving problems which may affect their personal and professional lives.

Employees: Refers to DCS employees.

Endorsement: The area(s) listed on a individual's teaching certificate in which the person is qualified to teach.

Escapee: A delinquent offender who had made an unauthorized flight from a secure facility or during transportation to or from a secure facility.

Essential Employee: (Re: State housing policy) A full-time state employee who is required as a condition of employment to live in state-owned housing located at the employee's official workstation for the convenience of the appointing authority.

Essential Employee: (General) A full-time state employee who is required as a condition of employment to report to work during a work stoppage or emergency.

Ethnic: (Culture Competency) Designating basic groups or divisions of human beings as distinguished by customs, a common language, a common history, a common religion, or other such characteristics.

Evacuation Diagram: An illustration (Schematic) presenting the ideas in the fire evacuation plan. The evacuation diagram should be posted in normally occupied buildings.

Excess Housing: State-owned housing that is not occupied by state personnel as a requirement of employment. This housing may be occupied by non-essential state personnel and is subject to rental payments by the employee to the state.

Expedited Placement: A placement alternative for placement of a child with a Kinship resource approved by the Regional Administrator or RA Designee. Resource approval requirements including resource parent training will be completed within one hundred twenty (120) days of the initial placement.

Ex parte review: A hearing before the Judge without all of the parties being present. Ex parte hearings are allowed very infrequently and only when the rules allow it. Typically, they are only allowed when there is an emergency situation and then the judge should very quickly set a hearing for all of the parties to be present to ensure that the due process rights of all participants are preserved.

Express Mail: Overnight delivery service via any mail carrier capable of tracking lost packages.

Extended Over Night Pass: An authorized pass to the home of a parent, guardian, visiting resource that may exceed 48 hours. Extended over night passes are granted for situations such as holidays and a death in the family.

Extortion: To either verbally or by written or printed communication maliciously threaten to accuse another of a crime, offense or immoral act, or to do, or threaten to do, any injury to the person, reputation or property of another, with intent thereby to obtain any money, property or monetary advantage whatever; or the compel the person so threatened to do any act against his/her will.

Extraordinary Medical Care: The typed of care that is not considered, by a medical professional, to be ordinary or customary type of care.

Extreme Necessity: Situations in which a juvenile is judged to be (1) an immediate danger to himself/herself; (2) an immediate danger to the person or property of another, and/or (3) an immediate threat to escape the jurisdiction of the Department of Children's Services.

F

Facility Case Manager: The case manager assigned to work with the child/youth at the residential program, i.e., Youth Development Center case manager, DCS Community Residential Facility (group home) case manager or contract agency case manager.

Facility/Facilities: (1) DCS operated residential programs. (2) Any hospital as defined by T.C.A. ~ 68-11-201(21), birthing center as defined by T.C.A. ~ 68-11-201(6), community health clinic, and any outpatient "walk-in" clinic

(3) A place, an institution, a building (or part thereof), a set of buildings, or an area whether or not enclosing a building or set of buildings that is used for lawful custody and/or treatment of youth and that may be owned and/or operated by public or private agencies. Includes the staff, services as well as the buildings and grounds.

Facility Furnishings: Draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials in DCS facilities that can burn.

Facilities Safety Officer: The DCS facility employee appointed by the Superintendent of a YDC to manage, direct, and supervise the facility fire and safety program.

Failure to Follow Institutional Rules: Not following in-house rules which are specifically defined and outlined in the institutional handbook. DOE

Families First: Tennessee's welfare reform plan which replaced the Aid to Families with Dependent Children (AFDC) program. The temporary cash assistance program emphasizes work, training, and personal responsibility. As part of the Families First program, each participant must agree to follow a Personal Responsibility Plan (PRP). Unless a participant is exempt from the work requirement, he/she must also agree to develop, follow, and complete a work plan. The work plan is based on the individual's needs and skills.

Child only cases - This is a special category of exemptions. When a child lives with a relative who is not their parent, the adult may choose to be excluded from the case. When the parent(s) collect SSI, they are also excluded from the case.

Family Crisis Intervention Program: is a brief intervention with families who have unruly children at risk for state custody. The intervention is designed to help the family and child through the present crisis period so they can access less intrusive community services without requiring further Court intervention and/or custodial care from the Department of Children's Services.

Family Free or Boarding Home: The home of a relative or unrelated individual whether or not the placement recipient received compensation for care or maintenance of the child, foster care payment or any other payments or reimbursements on account of the child's being in the home of the placement recipient.

Family Functional Assessment (FFA): An ongoing process that uses the case management skill of family engagement to gather and analyze information and identify family strengths and underlying needs, so that the family and its supportive child and family team can make knowledgeable decisions that will result in permanency.

Family Map: A map that provides a visual image of the aspects of a family system. The family will identify who resides in the household and their current system dynamics. Identifies which family members hold the most and least power, how parent-child boundaries are acted out in the family, and how the various members of that family system interact and relate to one another.

Family Service Worker: A DCS term used to identify the position previously known as the DCS Case Manager or Home County Case Manager. This person is principally responsible for the case and has the primary responsibility of building, preparing, supporting and maintaining the Child and Family Team as the child and family move to permanence.

Family Support Services: The provision of targeted case management services that involves engaging the family in a positive helping relationship and empowering them to solve problems that place the child at risk of harm and of state custody. In addition, families may be referred to purchased services or flexible funding may be utilized to make purchases of tangible goods or services like payment of utility bills, purchase of furniture, etc.

Family and Youth Services Bureau (FYSB): The mission of the Family and Youth Services Bureau (FYSB) is to provide national leadership on family and youth issues, to promote the positive youth development approach in serving young people by focusing on both their strengths and their problems, and to assist individuals and organizations in providing effective, comprehensive services for youth and families in at-risk situations

Felony: Any offense punishable by death or imprisonment for a term of one year or more. Tennessee law has various classes of felonies (A, B, C, etc.) with varying sentences for each class.

Felony Offender Information Look-up System (FOILS): An on-line service provided by the Tennessee Department of Corrections that provides users with the status of convicted felony offenders who are, or have been, under the supervision of the Tennessee Department of Correction or the Board of Probation and Parole. The information here is only about Tennessee felony offenders, so individuals who have been in county or city facilities, but not state custody, will not appear. Information such as an individual's current status (e.g., inmate, probation, parole) or parole eligibility is available to citizens free of charge.

Confidential Court Report: The written document completed by the DCS Case Manager designed to bring the status of the proposed adoptive home and the child up to date immediately prior to finalization of the adoption and should be the last report the Court receives before finalization of the adoption by entry of an order of adoption.

Final Decree of Adoption: The legal document that decrees the adoption of a child by the petitioner and establishes the parent/child relationship as if the child had been born to the parent(s).

Financial Hardship: A situation in which the parent or guardian's acceptance of a program- related financial obligation would deprive other persons in the family of basic necessities.

Finding: The closing of a specific allegation with a decision that the evidence does or does not lead to a reasonable conclusion that the abuse occurred. Each allegation must be closed with a finding, which will direct the classification decision of "indicated" (true) or "unfounded" (untrue).

Fire and Emergency Evacuation Plan: The written evacuation scheme for the premises (controlled short term evacuation) used in conjunction with the fire evacuation diagram.

Fixed Post: A post that requires continuous coverage throughout a specific period of time such that when an employee leaves the post for any reason, he/she must they replaced with another employee.

Fair Labor Standards Act (FLSA): The FLSA is United States Law that establishes minimum wage laws, guaranteed *time and a half* for overtime in certain jobs, and prohibits most employment of minors in "oppressive child labor," a term defined in the statute.

Flex Funds: Monetary resources made available for the purpose of acquiring additional services or goods that can be used to prevent the need for state custody or to return a child home who is in state custody.

Force/Coercion: The actual use or threat of physical violence or any other unlawful act causing any person to act, move, or comply against his/her will.

Forgery: The fraudulent making or alteration of any writing to the prejudice of another's rights. This includes falsified signatures and/or the production of false documents.

Population Counts: Population counts conducted at specific times of the day or night in an organized manner in Youth Development Centers or DCS Group Homes.

Formal Education: A course of study generally limited to educational institutions such as high schools, vocational/technical schools, colleges, and universities.

Formal Case File Review: A paper review of an indicated perpetrator's case file by DCS File Reviewer. The process is designed to provide the indicated perpetrator of abuse or neglect an opportunity to appeal an indicated classification and have it reviewed; serve as a quality assurance mechanism to ensure compliance with applicable laws, rules and standards; and enhance the CPS program by providing a review of the findings of indicated classifications.

Foster Care: Temporary placement of a child in the custody of the Department of Children's Services for care outside the home of child's parents or guardian. Foster care ceases when the child is placed with individual(s) for purposes of adoption, or when petition to adopt is filed, or when the child is returned to or placed in care of the parents or relative.
TCA 37-2-402(5)

Foster Care Review Board: A board of citizen volunteers appointed by the juvenile court to periodically review foster care cases. It serves the quasi-judicial function of advising the court concerning the status of the permanency process of each child in foster care. Depending upon the jurisdiction, the board may review the cases of delinquents and status offenders in addition to abused and neglected children.

Foster Care Wraparound Funds: Foster care wraparound funds are those funds available for supporting approved DCS foster homes and kinship care homes. Foster care wraparound funds are used to pay for respite care, clothing for children in care, foster parent travel, and other items or services as approved by the director of regional services.

Foster Home: A private home which is approved by the Department of Children's Services or other licensed child-placing agency. Provides full time care for up to six (6) children at one time. This maximum includes birth, adopted, and foster children. (See Resource Home)

Foster Parent: A person who has been trained and approved by DCS or a licensed child-placing agency to provide full-time temporary out-of-home care in a private residence for children who, for various reasons, can no longer remain in their own home. (See Resource Parent)

Frisk: A search of a person during which such person is not required to undress (also known as "pat down").

Front-end Billing: A journal voucher that is processed by the billing department without approval by the paying department.

Full Guardianship: The legal status of a child when all parental rights to the child have been terminated by surrender, Court order, or clearing the Putative Father Registry and DCS has guardianship of the child with the right to consent to the child's adoption.

Funding Source: An agency or program from which monetary benefits are received by the State for children in state custody.

G

Gateway Tests: The Gateway tests are the high school level state mandated achievement tests. These tests are Algebra I, English II and Biology. A student must pass all three tests in order to receive a regular high school diploma.

Gambling: The act of wagering items of value on the outcome of any event. **DOE**

General Education Development (GED): The General education Development Test is a test that certifies the taker has attained high school level academics skills.

Genogram: A visual representation of generations within a family, charted vertically through time. A series of symbols, i.e., squares, circles or triangles used to depict male and female family members in charting the structure of a family. Triangles are used when the sex of a member is not known. The family will identify quality of relationships between family members. This tool assists the child and family team in identifying resources within the family.

Good Cause: Describes conditions under which securing Title IV-D child support from one or both parents is not desirable.

Good Cause: (CPS) A substantial reason that affords a legally sufficient ground or reason (i.e., failure to receive notice, severe illness or other disabling condition that substantially prevents the action required).

Good Faith Effort: (General) A “good faith effort” is considered to have been made when an agency or other entity, has tried, failed and exhausted all reasonable means to comply with an action, goal or obligation.

Grievance Advocate: A person selected by a youth to aid and assist that youth during the grievance process. **DOE**

Grievance Committee for a Community Facility: A panel composed of one student, one staff member from a community facility and the Director/designee. The Director/designee shall serve as chairperson and shall vote only in the event of a tie. In the absence of a committee member, a substitute from the nearest facility shall be appointed by the Director/designee.

Grievance (Youth): A complaint concerning a circumstance or action toward a youth considered to be unjust . **DOE**

Group Care Home: A home operated by any person, agency, corporation, or institution or any group which receives 7 to 12 children under 17 years of age for full-time care outside their own homes in facilities owned or rented and operated by the organization.

Guardian Ad Litem: The attorney appointed to represent the best interests of the child in Court proceedings. The Guardian Ad Litem's role differs from that of an attorney for the child, in that the child's attorney is bound to do what the child, his client, directs, while the Guardian Ad Litem must represent the child's best interests to the Court, even if the child's best interests differ from what the child wants. The Guardian Ad Litem represents the child in litigation only but is not responsible for the child's care on a daily basis.

Guardian: Parents are natural guardians of a child. The Court may appoint a guardian for a child whose parent(s) is (are) deceased. The Court may give guardianship to DCS following a termination of parental rights. DCS may, pursuant to TCA, act as guardian when there is no natural guardian or when a minor has been abandoned. The guardian of a child, if appointed by the Court or if acting under statute, has all the duties of a parent to provide for the child's support, education, and medical care, subject only to the parent's, if any, remaining rights.

H

Health Insurance Portability and Accountability Act of 1996 (HIPAA): Health Insurance Portability and Accountability Act 1996 – federal law to promote the *portability* of insurance coverage, which waives pre-existing conditions when and employee changes jobs, and *accountability* by providing funding for, and strengthening of enforcement and compliance with healthcare regulations.

Hearing (s): A judicial or administrative procedure in which testimony is present and a judicial officer makes a ruling.

Hearing Officer: A full-time staff member, appointed by the Facility administrator and authorized to conduct hearings and impose disciplinary actions that comply with the policies and procedures of the facility and shall not be the reporting staff member or a witness to the incident to be heard. **DOE**

Hearsay: Any oral or written statement that is made outside of Court, when the declarant could not be cross examined, and is then offered second hand in Court as evidence of the truth. Most hearsay is inadmissible evidence. There are exceptions, however, therefore any possible evidence should be presented to the attorney who will determine whether or not to present it at trial.

Home County Case Manager: the DCS case manager who is assigned primary responsibility for working with a child and the child's family that has been changed to "Family Service Worker". (See Family Service Worker).

Home Study: The process of assessing and evaluating individuals to determine suitability and willingness to provide a placement for the child. For the purposes of *PL 109-239*, a home study is an evaluation or assessment of a home environment conducted in accordance to DCS policy and (parent study) to determine whether a proposed placement of a child would meet the individual needs of the child, including the child's safety, permanency, health, well-being, and mental, emotional and physical development. The conclusion of this evaluation or assessment is generic in nature and alone will not serve as the basis for a decision regarding placement under the ICPC.

Homemaker Services: Services provided by individuals who teach parents how to care for their children or house and model how to interact with others.

Horseplay: Rough frolicking, not to the point of fighting. **DOE**

Human Immunodeficiency Virus (HIV):

HIV (human immunodeficiency virus) is the virus that causes AIDS. This virus may be passed from one person to another when infected blood, semen, or vaginal secretions come in contact with an uninfected person's broken skin or mucous membranes. In addition, infected pregnant women can pass HIV to their baby during pregnancy or delivery, as

well as through breast-feeding. People with HIV have what is called HIV infection. Some of these people will develop AIDS as a result of their HIV infection.

I

Immediate Protection Agreement: An agreement between the caseworker and the parent/caretaker that documents the specific interventions that will be taken immediately to ensure child safety while the investigation continues. It specifies who is responsible for monitoring compliance with the immediate protection agreement, and the anticipated completion.

Imminent Danger of Harm: The substantial possibility that bodily harm or great bodily harm will come to a child in the reasonably foreseeable or immediate future.

Inter-Ethnic Adoption provision (IEAP): IEAP is commonly referred to and used interchangeably with IEPA. This term refers to placements of children that fall within coverage provided under Section 1808 of P.L. 104-188 [42 USC 1996b], known as the Removal of Barriers to Inter-ethnic Adoption Act, which affirms the prohibition contained in the Multi-Ethnic Placement Act of 1994, against delaying or denying the placement of a child for adoption or foster care on the basis of race, color or national origin of the foster or adoptive parents or of the child involved.

Inter-Ethnic Placement Act (IEPA): See definition for IEAP above.

Inactive case file: A case file that may be closed, but are not yet ready for disposition.

Inactive Records: Those records that are referred to occasionally and not generally for the conduct of current business. These records have been closed within the agency, but are not yet ready for disposition.

Independent Living Act or Foster Care Independence Act: Also referred to as the John H. Chafee Foster Care Independence Program, increases funds to states to assist youth in making the transition from foster care to independent living; recognizes the need for special help for children ages 18 to 21 who have already left foster care.

Indeterminate Commitment: The commitment of an adjudicated delinquent to the Department of Children's Services for an indefinite period of time.

Indian Child: As defined in the Indian Child Welfare Act (ICWA), "Any unmarried person who is under the age of eighteen (18) and is either (a) a member of an Indian tribe or (b) eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe." For purposes of compliance with ICWA, the definition provided in the Act shall apply. For purposes of access to services and resources, other more inclusive definitions may apply (e.g. Indian Education Act, tribal definitions, etc.). (ICWA Glossary)

Indian Child's Tribe: As defined in ICWA, the Indian tribe in which a child is a member or is eligible for membership or in the case of an Indian child who is a member or eligible for membership in more than one tribe, the Indian tribe with which the Indian child has more significant contacts. (ICWA Glossary)

Indian Child Welfare Act (ICWA): Federal legislation aimed at protecting the best interests of American Indian children and promoting the stability and security of American Indian tribes and families. (P.L. 95-608) (**ICWA Glossary**)

Indicated Classification Decision or Incident (CPS): An investigative disposition concluding that the allegations of maltreatment or risk of maltreatment were supported or founded by State law or State policy. This is the highest level of finding by a State agency. Substantial and material evidence which supports that an incident of abuse or neglect has occurred or the situation exists.

Indicated Classification: (CPS) An investigation that has been reviewed by the Team Leader (or designee) and approved as meeting the classification standard for substantial and material evidence for child abuse.

Indicated Perpetrator (CPS): An individual found, through a Child Protective Services investigation, to have committed neglect, child abuse or child sexual abuse.

Individual Program Plan (IPP): The Individual Program Plan is the tool used by DCS to document the strengths and needs of adjudicated delinquent youth and their families, the provision of services to build on strengths, the development of success directed treatment goals and objectives, and permanency.

Individuals With Disabilities Education Act (IDEA): A coordinated set of activities for a student, designed within an outcome-oriented process, which promotes movement from school to post-school activities, including post-secondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation. The coordinated set of activities shall take into account the student's preferences and interests, and shall include instruction, community experiences, the development of employment and other post-school adult living objectives, and, when appropriate, acquisition of daily living skills and functional vocational evaluation (*Education of the Handicapped Act Amendments of 1990, PL 101-476, section 602 (a)*).

Individualized Educational Program (IEP): A written record of the decisions reached by members of an M-Team stating specific educational and related services designed to meet the individual needs, interests, and abilities of each youth determined to be disabled.

Individualized Educational Program Team (IEP-Team): A group of individuals that is responsible for developing, reviewing, or revising an IEP for a child with a disability.

Infant: A child aged one (1) year and under.

Information Technology Application Project: A project in which computer hardware, software, and/or telecommunications are used to support or enhance a business process.

Informed consent: The explicit granting of permission by a consumer or his/her legal guardian to the service provider and organization to use a specific intervention or participate in research. The consent is predicated on full disclosure of the facts to enable the consumer to make a decision based on knowledge of the risks and alternatives; (i.e., consent for medical treatment or consent for research).

Initiated: The act of contacting or meeting with the victim or family for a face-to-face interview (CPS).

Institutional Review Board (IRB): A board established to review research activities in accordance with federal regulations.

Intake: The process of accepting oral or written complaints, reports or allegations of child abuse or neglect for investigation. The process includes gathering the information needed to determine if a Child Protective Services investigation is warranted, determining the urgency of the situation and then initiating the appropriate response. (CPS)

Interdependent Living Plan: A plan that consists of a series of developmental activities that provide opportunities for young people to gain the skills required to live healthy, productive, and responsible lives as self-sufficient adults. The provision of Interdependent Living Services is required for any child in DCS custody age 16 years of age or older. The plan consists of the programs and services that will help a youth prepare for the transition from foster care to interdependent living, or a young adult attain increased self-sufficiency.

Interdependent Living Post-Custody Services: Services that are provided to youth / young adult that have been in the custody of the Department and are now between the ages of 17 and 23. DCS Voluntary Post-Custody Services and Transitional Living Services are both post-custody services

Interdependent Living Services: An array of developmentally appropriate services to prepare eligible youth or young adults for Interdependent Living, or to assist with normalizing their life experience. Provision of these services must promote a Chafee Foster Care Independent Living goal, to include educational progress, maintenance of physical and mental health care, housing opportunities, the formation of supportive adult relationships, knowledge of, and access to, community resources, the acquisition of skills to increase financial viability, and daily life skills.

Competent Interpreter: (Cultural Competence) An individual trained and/or certified in facilitating oral, written, or manual communication between two or more people of different languages. A qualified interpreter possesses in-depth knowledge, not only of the language, but also of cultural values, beliefs, and verbal and non-verbal expressions.

Interim Work Review: A planned meeting between an employee's supervisor and the employee to give positive reinforcement for satisfactory or about performance, and constructive feedback and guidance as to how well the employee is meeting the performance expectations for each job responsibility listed in the job plan for the employee.

Interstate Home Study: A parental or resource home study conducted by the TDCS personnel or DCS contracted provider based on receipt of a complete ICPC request/referral submitted through the TDCS Office of the Interstate Compact on the Placement of Children in compliance with *P.L. 109-239* and *TCA 37-4-201*, et seq. An Interstate Home Study is to be conducted on a parent, or relative or foster/adoptive resource who resides in Tennessee. An Interstate Home Study is to be conducted in accordance to applicable TN DCS policy with the resource home meeting all requirements including education and training requirements. The conclusion of the Interstate Home Study is child-specific recommendation for placement of the child with the identified resource. The Interstate Home Study will serve as the basis for a decision regarding placement under the ICPC.

Interlocutory Decree: A Court order that gives temporary legal care and custody of the child to the adoptive parents. It is issued after receipt of the order of reference report required by *TCA 36-1-118*. The interlocutory decree may be waived if (1) the child is by blood a grandchild, nephew, niece, or stepchild of the petitioner; (2) the child has been placed in the petitioner's home by a licensed child-placing agency or DHS; (3) the child has lived in the home of the petitioner(s) one year and that fact is certified by DCS or the executive head of a licensed child-placing agency. In the last of these three situations, the child must have lived in the adoptive home for one year and the Court can waive the interlocutory decree and enter the final decree of adoption; however, the petition must have been on file for six months before entry of the final decree. If the Court does not waive the interlocutory decree, it must enter the decree within six months of the filing of the adoption petition. Courts vary in observing these requirements, and DCS is not responsible for calling this to the Court's attention or monitoring the Court's adherence to this provision.

In-Service Training: Educational programs provided by an organization to help personnel become more knowledgeable, skilled, and effective in accomplishing specific tasks or meeting the overall objectives of the organization. Such training often occurs on the job and for short time periods.

Institutional Property Officer: A staff person designated by the Superintendent to be responsible for the daily management and oversight of all state property in their respective Youth Development Center.

Intake: Alleged child abuse/neglect reports received from the community that meets the stated criteria for investigation.

Inter-jurisdictional Placement: The arrangement for the care of a non-delinquent child in the home of a parent, other relative or non-agency guardian or boarding home or in a child-caring agency or institution or a licensed residential treatment facility across state lines. Placement may be temporary or permanent.

Interpreter: A person who translates orally for parties conversing in different languages.

Interstate Compact on Juveniles: A uniform law enacted by all fifty states, the District of Columbia, Guam and the Virgin Islands authorizing out-of-state supervision of delinquent juveniles who are eligible for aftercare (parole) or probation; provides for the return to their home state of absconders, escapees and non-delinquent runaways; and includes the cooperative institutionalization of delinquent juveniles.

Interstate Compact on the Placement of Children: A uniform law enacted by all fifty states, the District of Columbia, Guam and the Virgin Islands that establishes orderly procedures for the placement of children across state lines into other party states for the purpose of foster care or preliminary to an adoption and fixes responsibility for those involved in placing the child.

Investigation: An extension of child protective service intake function. Investigation is a fact-finding and emergency service engagement process with the primary goal of protecting children from abuse or neglect.

Isolation: Isolation is defined as a form of seclusion. DCS does not use or recognize the term “isolation”. (See definition of seclusion).

J

JPEG Software: (Joint Photographic Experts Group) An ISO/ITU standard for compressing still images. Pronounced "jay-peg," the JPEG format is very popular due to its variable compression range. JPEGs are saved on a sliding resolution scale based on the quality desired. For example, an image can be saved in high quality for photo printing, in medium quality for the Web and in low quality for attaching to e-mails, the latter providing the smallest file size for fastest transmission over dial-up connections.

Job Performance Plan: A standard document which lists the major job duties and responsibilities of a particular employee and which clearly defines characteristics of exceptional performance and is developed by the employee's supervisor and is approved by a reviewer.

Job Placement Assistance: Assistance provided by the provider, contracted staff, certified guidance counselor, school system, or other approved entity in helping a child find appropriate part-or full-time employment.

Job Responsibility Code: A four-digit number from a performance evaluation catalog that identifies specific responsibilities that an employee has been assigned to carry out.

John H. Chafee Foster Care Independence Act: A federal law providing funds to help youth in foster care transition into independent living.

Joint Commission on Accreditation of Health Care Organizations (JCAHCO): The Joint Commission evaluates and accredits more than 16,000 health care organizations and programs in the United States. An independent, not-for-profit organization, JCAHO is the nation's predominant standards-setting and accrediting body in health care. Since 1951, JCAHO has developed state-of-the-art, professionally based standards and evaluated the compliance of health care organizations against these benchmarks.

Jurisdiction: The power and authority of a court to hear a case or controversy and the power to render a decision or judgement.

Justifiable self-defense: A person is justified in threatening or using force against another person when and to the degree the person reasonably believes the force is immediately necessary to protect against the other's use or attempted use of unlawful force. The person must have a reasonable belief of imminent death or serious bodily injury must be real, or honestly believed to be real at the time, and must be founded upon reasonable grounds. –TCA 39-11-611

Juvenile: A young person under the age of 18, or as defined in the local jurisdiction as under the age of majority. (Note: In the Juvenile Justice system, a juvenile may remain in the custody of DCS until age 19.)

Juvenile Court: A Court with jurisdiction under Tennessee statutes to hear and decide matters pertaining to children.

K

Knowing Exposure to Danger: Purposefully or willfully subjecting a child to conditions (or the use of force) that could reasonably be expected to be hazardous to the child's health or well-being, regardless of whether the person intended to cause bodily harm.

Knowing Failure to Protect: Purposefully or willfully leaving a child unprotected from abusive treatment, hazardous conditions, or the elements.

Knowing Use of Force: The purposeful or willful use of physical power or violence that could reasonably be expected to result in bodily harm or great bodily harm, regardless of whether the person intended to cause bodily harm.

L

Law Enforcement Authority: Any person who is an authorized agent of a law enforcement agency.

Least Restrictive Placement: A placement that is no more restrictive than is necessary to meet the treatment and security needs of a child/youth.

Legal Counsel: Representation of a juvenile by an attorney, either privately retained or court appointed, or a person who is proper or sufficient to be recognized by the law.

Legal Father: The child's birth father or the male established as father by the Order of Adoption or other Court orders, I.E. by legitimization or paternity.

Legal Guardian: See Guardian.

Legal Parent: As defined in TCA 36-1-102, Legal parent” means:

- (A) The biological mother of a child;
- (B) A man who is or has been married to the biological mother of the child if the child was born during the marriage or within three hundred (300) days after the marriage was terminated for any reason, or if the child was born after a decree of separation was entered by a court;
- (C) A man who attempted to marry the biological mother of the child before the child's birth by a marriage apparently in compliance with the law, even if the marriage is declared invalid, if the child was born during the attempted marriage or within three hundred (300) days after the termination of the attempted marriage for any reason;
- (D) A man who has been adjudicated to be the legal father of the child by any court or administrative body of this state or any other state or territory or foreign country or who has signed, pursuant to §§ 24-7-113, 68-3-203(g), 68-3-302 or 68-3-305(b), an unrevoked and sworn acknowledgment of paternity under the provisions of Tennessee law, or who has signed such a sworn acknowledgment pursuant to the law of any other state, territory, or foreign country; or
- (E) An adoptive parent of a child or adult;

Legal Mother: The child’s birth mother or the female established as mother by Order of Adoption.

Legal Risk Child: A child who may be at legal risk of termination of parental rights and/or for whom reasonable efforts for reunification are not required or for whom no efforts to reunify are reasonable.

Legal Risk Home: A foster home placement with an approved adoptive family who has been advised of the child’s legal status (the parent’s rights have not yet been terminated, but termination appears imminent), and this family has been specially trained to deal with this situation and stands ready to adopt if adoption becomes possible.

Legal Risk Parents: Parents who can make a permanent commitment to a child for whom reasonable efforts for reunification with parents are not required and for whom there is a high likelihood of becoming legally free for adoption. (DCS Policy 31.10BA)

Legal Risk Placement: The placement of a child (who has a sole permanency goal of adoption and for whom the goal of return to parent has been definitively eliminated as an option) with a dually approved adoptive/foster family who has committed to adopting the child when that child becomes free for adoption.

Level I Alcohol And Drug Treatment Program: Offers education regarding prevention services.

Level II Alcohol And Drug Treatment Program: Provides treatment to youth who have been identified by an assessment as alcohol and drug users.

Level III Alcohol And Drug Treatment Program: Youth are chemically dependent and can no longer function in their environment.

Level 1 Evaluation: This level of evaluation is the instructors, sponsor’s and participants’ assessment of the event with respect to content, format, methodology, instruction and facilities.

Level 2 Evaluation: This level of evaluation is the assessment of the knowledge acquired by participants (in accord with the defined purpose of the event), and based on:

- ♦ Demonstration of a taught skill with written feedback;

- ◆ An oral or written test, including the use of pre and post instruction tests;
- ◆ A project or report that demonstrates acquisition of a skill or knowledge presented in a course.

Liability: An obligation, responsibility, or debt.

Licensed Child Placing Agency: TCA 36-1-102(28) any agency operating under a license to place children for adoption.

Licensed Clinical Social Worker: For purposes of adoption services, a licensed clinical social worker is an individual who holds a license as an independent practitioner from the board of social worker certification and licensure and, in addition, is licensed by the department to provide foster care placement services and adoption placement services.

Licensed Independent Practitioner: An individual licensed by the State of Tennessee Health Related Boards as a:

- ◆ Medical doctor
- ◆ Doctor of Osteopathy
- ◆ Physician Assistant
- ◆ Certified Nurse Practitioner
- ◆ Nurse with a masters degree in nursing, who functions as a psychiatric nurse, and is certified to prescribe medication
- ◆ Psychologist with health service provider designation
- ◆ Licensed clinical social worker
- ◆ Licensed professional counselor
- ◆ Senior psychological examiner
- ◆ Other licensed mental health professional who is permitted by law to practice independently.

In addition, to be considered a licensed independent practitioner, the individual must be privileged by the hospital medical staff and governing body to authorize the use of restraint.

Life Book: A pictorial and written representation of the child's life designed to help the child make sense of his unique background and history. The life book includes, but is not limited to, birthparents, other relatives, birthplace and date and can be put together by the social workers and foster/adoptive parents working with the child.

Limited English Proficiency (LEP) or Persons with LEP or English Language Learners (ELL): (Cultural Competency) Individuals who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

Limited Right: An individual's right to review records may be limited by the applicable statutes, and the individual's proof of their "right to know."

Local Education Authority (LEA): The governing body of a county school system.

Local Procedures/Protocols: Procedures designated for a specific office, facility or location that addresses a particular subject not covered within an existing departmental policy, but in compliance and relates to departmental policy or not covered by departmental policy.

Maintenance: 1. Actual housing or housing allowance payment and/or meals provided to an employee of the State.
2. The upkeep of property or equipment.

Major Assets: Equipment which costs more than \$500, which is not a permanent part of real property, and has a useful life greater than three (3) years.

Major Violation: When a youth commits major violations against the rules of probation or aftercare. Major violations may include, but are not limited to: crimes against person or persons; crimes against property with a value of \$500 or more; arson; carrying a dangerous weapon; substance abuse; absconding for more than 72 hours; absconding from a DCS facility, foster home/contract facility; repetitive minor violations and school expulsion.

Maltreatment: Any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation, or which presents an imminent risk of serious harm. **(State of Tennessee DCS)**

Managed Care Organization (MCO): A system of health care delivery that influences utilization and cost of services and measures performance.

Management Personnel: staff responsible for program management, general supervision of support activities, central office management staff, superintendents, and regional administrators who do not have daily contact with or directly provide DCS services to juveniles.

Manner of death: A legal determination or finding based on evidence and opinion. There are six categories of manner of death:

Natural - death is a consequence of natural disease.

Accidental – unintended and essentially unavoidable death, not by natural, suicidal or homicidal manner.

Suicidal – death caused by self, with some degree of conscious intent.

Homicidal – death caused by another human.

Undetermined – not enough evidence, yet or ever, to choose the manner of death.

Unclassified – too complex to classify or unknown.

Master File: A collection of documented data, regardless of media, pertaining to a child and includes information, such as demographics, assessment, treatment, service, placement, individual outcomes, education, medical, Court order, disciplinary report, permanency plan, photograph, video, etc. that shall be protected in its entirety. **(DOE)**

Material Safety Data Sheet (MSDS): Written or printed material concerning a hazardous chemical prepared in accordance with OSHA 1910.1200. Also referred to as Product Safety Data Sheet.

Maternity Homes: Any place in which any person, society, agency, corporation, or facility receives, treats, or cares for more than one (1) illegitimately pregnant woman, either before, during, or within two (2) weeks after childbirth. Provided, however, that licensed child-placing agencies and licensed maternity homes may use family boarding homes approved and supervised by the agency, as a part of its work, for as many as three (3) pregnant women in each home and provided, further, that the provisions of this definition shall not include women who receive maternity care in the home of a relative within the sixth degree of kindred computed according to civil law or general, or special hospitals licensed according to law, in which maternity treatment and care is part of the medical services performed and the care of children only brief and incidental.

Maternity Pass: A court and DCS authorized absence from an out of home placement for a pregnant youth. Typically such a pass begins at the beginning of the 7th month and concludes with the youth's post-partum checkup.

McKinney-Vento Homeless Education Act 2001: Federal Law that mandates each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. (*Individuals with Disabilities Education Act, 20 U.S.C. Sec. 1400 et. seq.; McKinney-Vento Homeless Education Act of 2001.*)

MCO (Managed Care Organization): A system of health care delivery that influences utilization and cost of services and measures performance.

MD: Medical Doctor

Meaningful Access: (Cultural Competency) The ability to use services and benefits comparable to those enjoyed by members of the mainstream cultures. It is achieved by eliminating communication barriers and ensuring that the client or potential client can communicate effectively. An organization must ensure that the LEP person:

- ◆ Is given adequate information;
- ◆ Is able to understand the services and benefits available
- ◆ Is able to receive services for which he or she is eligible
- ◆ Can effectively communicate the relevant circumstances of his or her situation to the service provider, and
- ◆ Receives language assistance at no cost.

According to the Office of Civil Rights (OCR) Guidance: "The type of language assistance an organization provides to ensure meaningful access will depend on a variety of factors, including the size of the organization, the size of the eligible LEP population it serves, the nature of the program or service, the objectives of the program, the total resources available to the organization, the frequency with which particular languages are encountered, and the frequency with which LEP persons come into contact with the program. There is no 'one size fits all' solution for Title VI compliance with respect to LEP persons. OCR will make its assessment of the language assistance needed to ensure meaningful access on a case by case basis."

Medical necessity: Medical services that are:

- ◆ **Calculated to prevent, diagnose, correct or ameliorate a physical or mental condition that threatens life, causes pain or suffering, or results in illness, disability or infirmity or calculated to maintain or preclude deterioration of health or functional ability;**
- ◆ **Individualized, specific, and consistent with symptoms or confirmed diagnosis of the illness, disability or injury under treatment, and not in excess of the individual's needs;**
- Necessary and consistent with generally accepted professional medical standards as determined by the Secretary of Health and Human Services or the state Department of Health; and
- Reflective of the level of service that can be safely provided, and for which no equally effective treatment is available.

Mechanical Restraints: Mechanical restraints defined as handcuffs or wristlets, chains, anklets, or ankle cuffs, or any other approved or authorized device used to limit the movement of the juvenile's body.

Mechanical Restraint: The use of a mechanical device that is designed to restrict the movement of an individual. Mechanical restraints shall be defined as handcuffs or wristlets, chains, anklets, or ankle cuffs, or any other DCS approved or authorized device.

Media: The materials on which information may be recorded. The media may include paper, microfilm, microfiche, cartridges, magnetic tapes, and optical disks. (For Records Management purposes.)

Medicaid: A medical assistance program for certain groups of needy Tennesseans, which includes children in special living arrangements.

Medical Confinement: Separation of youth in order to protect the youth health or the general population and institutional staff. Such confinement shall only be determined and ordered by a licensed physician or other qualified and authorized person acting under medical protocol.

Medical Exam: An exam performed by a physician, medical associate, or licensed nurse. May be requested for injuries, suspected abuse, referrals to specialists, use of force, physical force, etc.

Medical Necessity: Medical services that are:

- ♦ **Calculated to prevent, diagnose, correct or ameliorate a physical or mental condition that threatens life, causes pain or suffering, or results in illness, disability or infirmity or calculated to maintain or preclude deterioration of health or functional ability;**
- ♦ **Individualized, specific, and consistent with symptoms or confirmed diagnosis of the illness, disability or injury under treatment, and not in excess of the individual's needs;**
- Necessary and consistent with generally accepted professional medical standards as determined by the Secretary of Health and Human Services or the state Department of Health; and
- Reflective of the level of service that can be safely provided, and for which no equally effective treatment is available.

Medical Pass: An authorized pass for the purpose of obtaining medical treatment or evaluation of such duration as is medically appropriate.

Medical Symptom: An indication or characteristic of a physical or psychological condition.

Medical Treatment: Treatment, other than first aid, administered by a physician or by licensed personnel under the standing orders of a physician. Medical treatment does not include first aid treatment (one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth) even though provided by a physician or licensed personnel.

Medication Error: A medication error is when a prescribed medication (substance) is not administered according to physician's orders (e.g., missed dose, dose administered at wrong time or day, medication given to wrong individual).

Medium: Type of device used to store information, i.e., diskettes, compact disks, audiotapes, videotapes, paper.

Member of the Professional Medical Community: The licensed, or permitted individuals or institutions capable of rendering corrective action to human life threatening illness or injury and for the purposes of this law, they must be on the premises of the facility in order to be able to accept the voluntary delivery of the baby.

Mental Abuse: Actions directed toward a youth including, but not limited to, obscene language, racial/sexual slurs, the use of consistent negative confrontation having no treatment value, threatening harm and ordering or encouraging another to do so.

Mental Health Professional (Qualified): A person who is licensed in the state, if required for the profession, and who is a psychiatrist; physician with expertise in psychiatry as determined by training, education, or experience; psychologist with health service provider designation; psychological examiner; social worker who is certified with two (2) years of mental health experience or licensed; marital and family therapist; masters degreed nurse who functions as a psychiatric nurse; professional counselor; or if the person is providing service to service recipients who are children, any of the above educational credentials plus two (2) years of full time mental health experience with children. *TCA 33-1-101*

Mental Illness (mental disorder): As determined by a mental health professional, a clinically significant behavioral or psychological syndrome or pattern that occurs within an individual and that is associated with distress or impairment in one or more areas of functioning (e.g., social or academic functioning), or is associated with increased risk of death, pain, disability, or loss of freedom.

Mental Retardation: Mental retardation is generally defined by an IQ score of 75 or below in a standardized individually administered measure of intelligence, accompanied by significantly impaired adaptive behavior (e.g., scores below the 10th percentile on a standardized measure of adaptive behavior); and that has an onset prior to the age of 18 years.

Multi-ethnic Placement Act of 1994 /Interethnic Placement (MEPA/IEPA): The Multi-ethnic Placement Act of 1994 and the Interethnic Placement provisions. Together, these federal laws prohibit delaying or denying the placement of a child for adoption or foster care on the basis of race, color or national origin of either the child or the foster or adoptive parents (*P.L. 104-118*)

Methamphetamine or “Meth”: A synthetic stimulant that is produced and sold illegally in the form of pills, capsules, powder, and chunks. Methamphetamine is a drug that strongly activates certain systems in the brain. It is closely related chemically to amphetamine, but the effects of methamphetamine on the central nervous system are greater. Results from taking even small amounts of methamphetamine include increased wakefulness, alertness, sense of well-being, and physical activity. Decreased appetite is also a symptom that may lead to extreme anorexia. Increased respiration, irritability, aggressive behavior, insomnia, confusion, tremors, uncontrollable movements (twitching, jerking etc.), convulsions, anxiety, paranoia, euphoria, impaired speech, dry or itchy skin, acne, sores and numbness add to the list of effects of using methamphetamine. Cardiovascular side effects, that include chest pain and hypertension, may also result in cardiovascular collapse and death. In addition, methamphetamine causes increased heart rate and blood pressure and can cause irreversible damage to blood vessels in the brain, producing cerebral vascular accidents (strokes).

Mildly Retarded: Persons having IQ scores that are at least 2, but less than 3 standard deviations below the mean, in conjunction with the other criteria of mental retardation.

Minor: Any person under eighteen (18) years of age.

Minor Violation: When a youth commits minor violations against the rules of probation or aftercare. Minor violations may include, but are not limited to: curfew violations, truancy, failure to follow school rules, failure to report as directed by the case manager, absconding from supervision for less than 72 hours, failure to notify the case manager and/or gain approval before changing residence, minor traffic violations, school suspension and failure to comply with special conditions.

Mobile Crisis Response Team: Any one of several teams located in community agencies across the state, the members of which, are authorized by DMH/MR to evaluate and certify persons for emergency inpatient treatment in a state mental health institute, (or in a psychiatric hospital designated by DMH/MR). The location and telephone number of the crisis response team in any particular area of the state can be determined by contacting the appropriate regional mental health institute, local mental health center, or DMH/MR central office. *TCA 33-2-601; 33-6-103.*

The Community Mental Health Agency organizes and maintains specialized crisis services to provide assessments and appropriate referrals/triage quickly and effectively in order to avoid crisis, or to inhibit the escalation of crisis that have already developed.

The goals of mobile crisis services are: to provide proactive crisis intervention services in natural environments (including the consumer’s home and other accessible, appropriate locations in the community); to mobilize intensive treatment resources; to assist families/caregivers and consumers in coping with the crisis; and to reduce the likelihood of utilization of

more restrictive treatment alternatives. Mobile crisis services are provided in an effort to reach persons who may have physical limitations or who are unable or unwilling to utilize traditional office based services. In addition, the Mobile Crisis Response Teams (MCRTs) will provide face-to-face pre-screening for all admissions to acute psychiatric facilities.

Moderately Retarded: Persons having IQ scores that are at least 3, but less than 4, standard deviations below the mean, in conjunction with the other criteria of mental retardation.

Monthly DCS EPSDT Documentation Spreadsheet: A Health Advocacy Report to document reasons why children/youth did not receive a complete or timely EPSDT screening. Spreadsheets are sent out monthly from Central Office Health Advocacy Division to the EPSDT coordinator in each region to gather appropriate information.

Motion: An application to a Court made in reference to a pending action, addressed to a matter within the discretion of a judge.

Movie ratings: In the United States, the Motion Picture Association of America (MPAA) issues ratings for movies as follows:

- ◆ **G - General Audience** - Movie suitable for all ages
- ◆ **PG - Parental guidance suggested** - Contains mature themes, may not be suitable for small children
- ◆ **PG-13 - Parents strongly cautioned** - Contains mature themes, may not be suitable for children under 13 years old
- ◆ **R (or X) - Restricted** - Contains mature themes (usually sex and/or violence). Children under 17 not admitted without an adult
- ◆ **NC-17** - No children under 17 admitted.
- ◆ **NR or Not Rated** - Not an MPAA rating. Used for independent or foreign films that are in limited release and have not been submitted to the MPAA for a rating classification. Also used by a film that is soon to be released and has trailers out for promotional purposes, but has not yet received a final rating.

Multiple Response System (MRS): The multi-level response system shall be designed to protect children from maltreatment through the effective use of available community-based public and private services. Upon receipt of a report of harm pursuant to § 37-1-403, the department shall make an initial screening decision using an approved screening instrument. If the report does not allege that the child has been harmed or that the child has been sexually abused, after reviewing the information available and using the screening instrument, the department shall determine whether the child is at risk of maltreatment. If the child is at risk of maltreatment, the department shall determine whether the appropriate level of intervention is:

- ◆ Investigation pursuant to title 37, chapter 1;
- ◆ Assessment of the child and the family's need for and referral to available community-based public or private services;
- ◆ Referral for available community-based public or private services without assessment or investigation; or (4) No further action by the department.

Munchausen Syndrome by Proxy: A psychiatric disorder where individuals, usually mothers, fabricate illnesses and symptoms that invariably lead to complex medical investigations, hospitalizations, and at times needless surgeries on their children.

N

National Child Abuse and Neglect Data System (NCANDS): A voluntary national data collection and analysis system created in response to the requirements of the Child Abuse Prevention and Treatment Act (Public Law 93-247) as amended. The NCANDS consists of two components. The Summary Data Component (SDC) is a compilation of key aggregate child abuse and neglect statistics from all states, including data on reports, investigations, victims, and perpetrators. The Detailed Case Data Component (DCDC) is a compilation of case-level information from those child protective services agencies able to provide electronic child abuse and neglect records.

National Crime Information Center (NCIC): A nationwide information system dedicated to serving and supporting criminal justice agencies -- local, state, and federal -- in their mission to uphold the law and protect the public. NCIC 2000's additional capabilities include, but not limited to, enhanced name searches, fingerprinting searches, probation/parolee information, information linking, mugshots and convicted sex offender registry.

National Youth in Transition Database (NYTD): Database implemented by Health and Human Services so that states, services providers, and advocates can assess the impact of the Chafee Program on the lives and well-being of young people in foster care as they transition to adulthood.

Native American Indian Child: Any unmarried person who is under age 18 and is either (1) a member of an Indian tribe or (2) is eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Neglect: Acts of commission or failure to provide for basic needs of a child including but not limited to food, medical care, and safe living conditions.

No Child Left Behind Act of 2001 (Public Law 107-110), (NCLB): Is a United States federal law that reauthorizes a number of federal programs that aim to improve the performance of America's primary and secondary schools by increasing the standards of accountability for states, school districts and schools, as well as providing parents more flexibility in choosing which schools their children will attend. Additionally, it promotes an increased focus on reading and re-authorizes the Elementary and Secondary Education Act of 1965 (ESEA).

Non-DCS Placement: Placement such as Respite, Safety Plans and Relative/Alternate.

Non-Essential Employee: (Re: State housing policy) A full-time state employee who is not required as a condition of employment to live in state-owned housing located at the employee's official work station for the convenience of the appointing authority.

Non-Essential Employee: (General) A full-time state employee who is not required as a condition of employment to report to work during a work stoppage or emergency.

Non-Records: Those documents which do not document the activities of an agency, i.e., library or museum material which is for reference or exhibition; extra copies of documents kept for convenience or reference; stock supplies of publications; extra copies of circulated material where official copies are kept for the record; reading files; follow-up correspondence copies; identical or carbon copies of documents kept in the same file; draft copies of work copies of documents when the final version is complete; letters of transmittal which add nothing to the transmitted information; interoffice memoranda; shorthand notes, stenotype tapes or sound recordings after they have been transcribed; and internal housekeeping materials such as inter-office memos, routing slips, and computer edit error listings after the corrections are made.

Non-recurring Expenses: Expenses that do not occur on a regular basis.

No Services Needed: Alleged child abuse/neglect reports received from the community that does not meet the stated criteria for investigation. These reports are maintained by DCS and subsequent CPS intakes will include a search of these reports as well as reports that were accepted for investigation.

Normal Childhood Sexual Behavior: According to psychologist Gail Ryan, certain activities are developmentally appropriate at certain stages and not at others. For example: attempting to see or touch others' genitals is common for toddlers, but would not be considered acceptable or appropriate behavior for preteens. Most sexual behavior considered normal in childhood involves periodic activity alone, or with similar age peers or siblings with no coercion, occurring within the cultural norms of society. Such activities may include:

- ◆ Playing “doctor” or “house”; mutual showing of body parts by peers;
- ◆ Occasional masturbation, no penetration;
- ◆ Imitating adult seduction such as flirting or kissing;
- ◆ “Dirty” words or jokes within cultural or peer group norm; and
- ◆ Conversations with peers about reproduction and genitals.

Notice/Notify/Notification: Document that is sent to inform another agency or Department of DCS that a threshold has been reached where action by them maybe required. The notice can be system generated and sent or the user can generate the document and e-mail, fax or send the document.

Nurse Practitioner (NP): A nurse with a graduate degree in advanced practice nursing that allows him or her to provide a broad range of health care services. Some nurse practitioners work in clinics without physician supervision, and others work together with physicians as a joint health care team. Their scope of practice and authority depends on state laws. For example, some states allow nurse practitioners to write prescriptions, while other states do not.

O

Official Work Station: The primary location of state-issued equipment for the employee’s use. For traditional employees and part-time telecommuters, the division office address is usually the official workstation. For full-time telecommuters, the official workstation is usually the employee’s home address.

Open Ended Entitlement Funds: Federal funds which the State is authorized to use for the benefit of eligible clients. This includes Title XIX, Title IV-E, Title IV-A.

Oral: Given by mouth.

Order Dismissing the Adoption: The legal document that terminates the adoption petition. It occurs whenever the Court determines that the best interests of the child require the dismissal or if no order granting the adoption is entered within two years from the date the adoption petition was filed.

Order of Reference (Adoption): The order from the court where the surrender is executed or filed or where the adoption petition is filed that directs the department or a licensed child-placing agency or licensed clinical social worker to conduct a home study or preliminary home study or to complete a report of the status of the child who is or may be the subject of an adoption proceeding, and that seeks information as to the suitability of the prospective adoptive parents to adopt a child

Order of Reference (Child Protective Services): Refers to a Court order requesting DCS to conduct a study of a child’s (or children’s) situation and requiring a written report to the Court on a given date. Orders of reference involve allegations of child abuse or neglect, or they may simply inquire about the circumstances of a specific child or children.

Order Terminating Parental Rights: The legal document resulting from the Court's ruling on a Petition Terminating Parental Rights, thereby permanently severing the parents' rights to a child's custody and control and making the child free for adoption.

Out of home care: Services for persons living in environments outside of their usual households. Foster Care Services are considered to serve persons in out-of-home care.

Out of State Pass: An authorized pass allowing a child/youth to travel outside of Tennessee with a parent, guardian, or visiting resource.

Out of State Placement: A child placed out of state.

Overnight Pass: An authorized pass to the home of a parent, guardian, visiting resource that does not exceed 48 hours in duration.

P

Parents: The biological parents or legal guardians, except in cases when guardianship is held by an agency pursuant to a determination of abandonment or surrender of parental rights. *TCA 37-2-402*

Parents As Tender Healers (PATH): Training for foster care, kinship care, and adoption parents. The training consists of approximately 27 hours of classroom time, and includes homework assignments.

Parental Rights: The legally recognized rights and responsibilities to act as a parent, to care for, to name, and to claim custodial rights with respect to a child. *TCA 36-1-102(36)*

Partial Guardianship: The legal status of a child when the rights of at least one, but not all, parents or guardians have been terminated or are undetermined. Legal status of child when termination of parental rights of at least one, but less than all, parents or guardians of child has been accomplished by surrender or Court order.

Partial Guardianship: Legal status of child when termination of parental rights of at least one, but less than all, parents or guardians of child has been accomplished by surrender or Court order.

Participating Agency: Any private child-placing agency in Tennessee holding either an annual or temporary license from DCS or any public child-placing agency approved by DCS to participate in the Adoption Resource Exchange (ARE).

Pass: Any authorized absence by a delinquent youth from his/her placement without staff supervision.

Permanency: While not specifically defined in the statutes, the concept of permanency stems from a belief that it is in a child's best interests to be placed as quickly as possible in a safe environment that the child has a reasonable expectation of calling "home" throughout his or her life. The process of permanency begins as soon as the child comes into custody.

Permanency Planning: The process of intervention and decisive casework on the part of the case manager. Such intervention focuses on choosing the least restrictive permanent outcome for the child, i.e., return to parent, relative placement, adoption, independent living or permanent foster care, in a timely manner.

Permanency Specialist: A DCS term used to identify the position previously known as DCS Adoption Specialists. This person is principally responsible for preparing children and families for permanence through adoption, negotiating and preparing Adoption Assistance, and maintaining technical knowledge of all permanency options.

Permanent Archive Record: A record having legal, administrative or historical value, which must be retained indefinitely.

Person Allegedly Responsible: (1) The descriptive term used to refer to the person reported (or believed) to be abusing or neglecting the child. (2) A person who is believed to have knowingly or willingly failed to protect a child from abuse or neglect or risk of harm.

Petition: A formal written application to the Court requesting judicial action on a certain matter.

Physical Abuse: Defined as non-accidental physical trauma or injury inflicted by a parent or caretaker on a child/youth. It also includes a parent's or a caretaker's failure to protect a child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death.

Physical Custodian: The person in charge of a household or facility where an individual in custody is living.

Physical Escort: Physical contact (holding an arm, guiding with a hand on the shoulder, etc.) with an individual for the purpose of escorting them to a designated location.

Physical Exam: an inspection, palpitation, auscultation, percussion, or other means of investigation especially for diagnosing disease or illness, performed by a physician or medical associate. (Includes ear, eye exam and lab work, etc.). A medical examination, performed by a licensed health care professional, to determine the existence of injuries and whether those injuries were caused by abuse.

Physical Intervention: Physical contact with an individual that may involve grabbing, holding, pushing, or pulling, restraining, and individual for the purpose of controlling aggressive, threatening, or assaultive behavior.

Physical Restraint: The involuntary immobilization of an individual without the use of mechanical devices.

Physician's Assistant (PA): a licensed person who is prepared, both academically and clinically, to provide health care services with the direction and responsible supervision of a Doctor of Medicine (MD) or Osteopathy (DO). PA functions include performing diagnostic, therapeutic, preventive, and health maintenance services.

Pick-up Order: An order authorizing law officials to apprehend a specified person.

Placement: The arrangement for the care of a child in a family free or boarding home or in a child-caring agency or institution but does not include any institution caring for the mentally ill, mentally defective or epileptic or any institution primarily educational in character, and any hospital, or other medical facility.

Placement Path/Placement History: A sequential list of all of the child's placements upon and after entering the TN Kids system. (Non-DCS Custody and DCS Custody children)

Placement Services Division (PSD): A DCS term is used to identify a combined division which include staff previously know as Foster Parent Support Unit or Residential Case Management Staff, Resource Managers, and Recruiters. This newly formed division is responsible for recruitment of DCS Resources Families, support to DCS Resource Families, and Placement of all children in DCS custody within a region, including referrals to private provider agencies. Currently, there are regions that have yet to fully develop this combined group.

Placement Support (Independent Living): Assistance provided to a youth or young adult through their placement. Forms of assistance can include financial, educational, mentoring and counseling.

Policy: A type of position statement; a philosophy, a mission, or a general objective. Anything that establishes a guideline for users is a policy.

Possession of a Weapon: To have without authorization, to gain or maintain control over without authorization and/or to cause to be brought onto institutional grounds without authorization any object likely to cause serious injury or death.

Possession/Use of Drugs: To use, to have, to gain, to maintain control over, and/or cause to be brought onto facility grounds any illegal drug or unauthorized medication including narcotics, hallucinogens, opiates, barbiturates, stimulants, marijuana, medication not properly prescribed by a physician, or inhalant such as gasoline glue or paint for any purpose other than its intended use.

Post: A location, an area or an accumulation of tasks requiring surveillance, supervision or control by specifically assigned personnel.

Post Assignment Audit: Disciplined review and evaluation of the authorized post assignment schedules for YDCs.

Post Assignment Schedule: A display of all security posts (or other fixed post assignment) required to adequately staff an institution, together with appropriate relief assignment for those posts.

Post-Custody Services: An array of services available to eligible persons who emancipated to adulthood directly from state custody, and that are potentially available to 23 years of age. These services require a case designation with DCS, and include case management by assigned Family Service Workers. DCS Voluntary Post-Custody Services are considered an extension of Interdependent Living Services, but are voluntary and require a young adult's initial and on-going agreement to receive them.

Post Orders: A written set of detailed instructions describing the staff members' duties for a particular post.

Precipitating Event (FCIP): An overwhelming and/or crisis occurrence requiring immediate intervention; an event that causes a temporary loss of the ability to cope; an episode that is crisis in nature with destructive and/or explosive elements that places families at high risk for disruption; not a delinquent act.

Predisposition Report: A report prepared upon the request of a Juvenile Court for the purpose of providing current information regarding a youth and his/her family and intended for the purpose of assisting the Court to make informed dispositions in delinquency cases. The DCS Predisposition Report Manual provides guidelines for the preparation of predisposition reports.

Preferred Language: (Cultural Competency) The self-identified language, which the client prefers to use in a service or clinical encounter. The preferred language need not be the client's native or primary language if the client indicates sufficient proficiency in English and prefers to use English.

Pre-Planned Impairment: The planned, temporary shut-down of any fire protection system and/or fire hydrants for repairs or routine maintenance.

Pre-Placement Conference: Meeting held between the child's family service worker and the prospective adoptive family's family service worker to supplement the information obtained through pre-placement summaries and adoptive home studies. The purpose of the conference is to discuss adoption issues in order to determine the appropriateness of placement for a certain child with a certain prospective adoptive family.

Pre-Placement Summary (Adoption): The document that provides a current description of a child considered for adoption, the birth family, and the type of adoptive parents needed for the child.

Preponderance of Evidence: The greater weight of the evidence required in a civil (non-criminal) lawsuit for the trier of fact (jury or judge without a jury) to decide in favor of one side or the other. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence. Thus, one clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with hazy testimony, or a signed agreement with definite terms may outweigh opinions or speculation about what the parties intended. Preponderance of the evidence is required in a civil case and is contrasted with "beyond a reasonable doubt," which is the more severe test of evidence required to convict in a criminal trial. No matter what the definition stated in various legal opinions, the meaning is somewhat subjective.

Presentation Summary (Adoption): A non-identifying summary about a child for the family service worker's oral presentation of that child to the prospective adoptive family.

Pre-Service Training: Courses that provide the required basic knowledge and skills to perform important job tasks and prepare for independent work.

Pre-Vocational Education: An educational program designed to enhance the student's marketable skills. Such program should include, at a minimum, the following: vocational employability plans and skills; and, if applicable, training in gross and fine motor skills.

Probable Cause: A reasonable belief based on information that is more than a mere suspicion, that an allegation is likely true.

Probation: A disposition alternative used by juvenile courts in the processing of delinquency cases. Probation services provided by DCS include case management, supervision, monitoring and resource linkage for the youth and the youth's family.

Procedure: (1) The detailed and sequential actions that must be executed to ensure that a policy is implemented. It is the method of performing an operation or a manner of proceeding on a course of action. It differs from a policy in that it directs action required to perform a specific task within the guidelines of the policy. (Definition from: *The American Correctional Association*)

(2) The designated methods by which broad policies are implemented and organizational operations are implemented, usually contained in writing by an operating or program manual as an adjunct to board-approved policies. Administrative policy is a term used by some organizations to describe such operational procedures developed by management. "Procedure" is the term used in this edition. Note: An organization may, at its discretion, treat an issue for which operational procedures are required in the COA standards as a policy matter in which the governing body is involved. Governing body involvement is not required for operational procedures. The reverse is not the case. If the word "policy" is specified in a standard, a written statement or document that has been reviewed and approved by the governing body is required. All procedures requested in COA standards should be written. (Definition from: *Council on Accreditation (COA)*)

Process: Any means (i.e. summons and complaint, subpoena) used by a Court to acquire to exercise its jurisdiction over a person to compel that person's attendance before it or compliance with its demands.

Program: A system of services offered by an organization. For example, an organization providing a mental health service may offer several mental health programs to different populations, e.g., a mental health program for adolescent teens. The word "program" can be used interchangeably with the word "service" or to describe specific programs.

Programmatic Segregation: (YDC/Group Homes) The placement of a youth in any self-contained program that is distinct from the regular program for the general population. Programmatic segregation should not be used for disciplinary purposes or as confinement and is distinct from programs or confinement.

Progress Log: (YDC/Group Homes) A daily log kept by the staff documenting the daily progress of each student.

Project: (Info Systems) An activity in which computer hardware, software, and/or telecommunications are acquired or developed to support or enhance a business process.

Project Edison: (Enterprise Resource Planning Solution (ERP): A process that will integrate most of the state's core systems in the areas of Human Resources, Finance (accounts payable), Grants Management, procurement, Payroll and Benefits. This process will replace several of the states' antiquated systems that are estimated to be 20 to 30 years old. Project Edison, which involves the implementation of Tennessee's ERP system will radically change current procurement business processes by streamlining how procurements are processed, adding additional capabilities/functions that do not exist in Tennessee and building best practices into the process. ERP will create best business practice by:

- ◆ Improving interagency communication and productivity
- ◆ Expediting and allowing for more efficient administrative processes
- ◆ Decreasing repetitive transactions and paperwork

Protective Confinement: The voluntary placement of a youth in confinement when evidence strongly suggests that the youth must be confined in order to protect him/her from immediate physical attack.

Protocols: Instruments and procedures used to accomplish a particular goal, activity, or purpose.

Provider: (Medical) Trained medical, dental, or other health care professionals who have delivered or are delivering professional services.

Psychotropic Medication: A drug which exercises a direct effect upon the central nervous system and which is capable of influencing and modifying behavior and mental activity. Psychotropic medications include, but are not limited to: anti-psychotics; anti-depressants; agents for control of mania and depression; anti-anxiety agents, psychomotor stimulants and hypnotic.

Punishment: Suffering, pain, or loss that serves as retribution; a penalty inflicted on an offender through judicial procedure; severe, rough, or disastrous treatment.

Putative Father Registry: A register of information maintained by the Central Office Adoption unit of those men who have submitted the required information necessary to register their intent to claim paternity of a child.

Q

Qualified Mental Health Professional: A person who is licensed in the state, if required for the profession, and who is a psychiatrist; physician with expertise in psychiatry as determined by training, education, or experience; psychologist with health service provider designation; psychological examiner; social worker who is certified with two (2) years of mental health experience or licensed; marital and family therapist; masters degreed nurse who functions as a psychiatric nurse; professional counselor; or if the person is providing service to service recipients who are children, any of the above educational credentials plus two (2) years of full time mental health experience with children. *TCA 33-1-101*

Quarterly Progress Report: A report prepared by DCS that details the progress made by the DCS, parents and child toward achieving the permanency goal for the child. *TCA 37-2-404* (Same as Foster Care Review Board Report)

R

Race: (Cultural Competency) Any of the different varieties of human beings as distinguished by physical characteristics; one among the group of populations constituting humanity, where differences are biological in nature and are transmitted genetically. The term is inaccurate when applied to nation, religious, geographic, linguistic, or cultural groups.

Racial Disparity: (Cultural Competency) Marked distinctions and differences existing and/or occurring between races.

Rape: Sexual penetration of another accompanied by the use of force or coercion to accomplish the act.

Reasonable Efforts: The department's obligation under state and federal law and as a part of sound casework practice, to attempt risk reduction services prior to removing children from their homes. If DCS must remove the child, the Court's disposition order must include documentation of the reasonable efforts that DCS exhausted in order to prevent foster care or to prove that services could not reasonably be expected to protect the child.

Receiving State: (1) The party state to which a child is sent, brought, or caused to be sent or brought, whether by public authorities or private persons or agencies, and whether for placement with state or local public authorities or private persons or agencies, and whether for placement with state or local public authorities or for placement with private agencies or persons.

(2) A state to which a juvenile is sent for supervision under provision of the Interstate Compact on Juveniles or Interstate Compact on Placement of Children.

Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material regardless of physical form or characteristic made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.

Referee: The judge of the juvenile Court may appoint one (1) or more suitable persons to act as referees at the pleasure of the judge. A referee shall be a member of the bar and may qualify and shall hold office as appointed by the judge. The referee in the conduct of the proceedings shall have the powers of a trial judge, and shall have the same authority as the judge to issue any and all process and to hear most types of juvenile court proceedings with some exceptions (for example, they cannot hear a termination proceeding or a transfer hearing. They can, however, take a surrender).

Region: One of twelve (12) geographical TN regions and administrative areas of the Department of Children's Services.

Regular In-service Volunteer: Any individual with direct child/student contact whose service to the agency is regularly (more than 3 times per year) provided and whose commitment is depended upon for the provision of services.

Release Packet: (JJ) Includes DCS forms *CS-0130, Release to Home Placement* and *CS-0041, Notification of Proposed Home Placement*, the treatment summary and the aftercare plan.

Release Summary: (JJ) A report prepared by a youth's YDC of DCS Group Home treatment team leader which summarizes the student's progress in each IPP developmental area and which also provides recommendations for aftercare planning.

Release: Written authorization for delinquent youth to depart from residence at a juvenile facility and/or contract agency.

Relief Post: (YDC) The duties and responsibilities of providing relief for regular fixed post assignments. A relief pool is made up of one or more relief posts.

Religious Practice: A religion, religious denomination, or sect supported by literature stating religious principles and recognized by a group of persons who share common ethical, moral, or intellectual views which are not defamatory, racial, political, or derisive in nature.

Religious Program/Activity: (JJ) An activity conducted by or under the auspices of a Chaplain or approved volunteer, which is designed specifically for worship, religious instruction, spiritual guidance, or counseling.

Representative Payee: A person designated to receive and be responsible for the use of funds on behalf of the child and to ensure that the beneficiary's current and reasonably foreseeable future financial and physical needs are met.

Reporter/Referrent: (CPS) A person who makes a report to the DCS Central Intake alleging child maltreatment.

Report/Referral: (CPS) A written account alleging child maltreatment documented by DCS Central Intake.

Request for Proposal (R.F.P.): A written request for proposal of services from potential contractors.

Requisition: (ICPC) A demand in writing, or formal request under Article IV or V sent to the Compact Administrator or Executive Authority for the return of a non-delinquent runaway, probation or absconder, or escapee.

Research: Any project which involves the collection of data from files, records, or data bases maintained within the department by individuals whose job duties do not customarily require such collection; and/or the testing, observation, interviewing, recording, or manipulation of the behavior of an employee, youth, or other client within the Department's scope of service for the purpose of conducting surveys, evaluative studies, and/or hypothesis testing.

Research Review Committee (DCS): A committee comprised of the Deputy Commissioner of Administration and Training/Designee (Advisor), Director of Evaluation and Monitoring/Designee (Chair), Designated Legal Staff, Designated Data Quality Staff, Other appropriate staff relevant to the research subject matter, and/or other members as appointed by the Commissioner.

Residential Child-Caring Agency: Any institution, society, agency, or facility, whether incorporated or not, which either primarily or incidentally provides full-time care for 13 or more children under 17 years of age outside their own homes in facilities owned or rented and operated by the organization.

Residential Appeals Committee (RAC): A Committee appointed by the Commissioner to hear all appeals made by DCS regional representatives when a youth, upon referral into a YDC/CRP, is denied a placement at or when a youth is terminated from a CRP placement.

Residential Treatment: Planned and medically necessary treatment in a residential facility licensed to provide treatment for emotional, behavioral or mental health issues. The facility must establish a treatment plan and goals.

Resource Exchange for Adoptable Children in Tennessee (REACT): the state's (TN) exchange for registering approved adoptive parent(s) in partial or full guardianship.

Resource Linkage: Referring families to community providers/sources of goods or services.

Resource Home: A private home which is approved by the Department of Children's Services or other licensed child-placing agency. (See Foster Home)

Resource Parent: Any person trained and approved by the Department of Children's Services, who provides a family home environment and care for a child/youth in state custody in need of foster care services, kinship foster care services or adoption.

Respite Care: Refers to the periodic temporary care of a child away from his/her usual caregiver for a short period of time. Respite care allows the caregiver time away from the daily responsibilities of care giving due to crisis situations that arise in the home and /or the stress of caring for a child with severe physical, emotional or behavioral problems.

There are two types of respite:

- 1- Planned Respite: an arrangement for respite services made by a resource parent that does not require prior approval.
- 2- Supplemental Respite: respite that is requested by a resource parent which exceed the build-in allowable days and requires prior approval

Response Priority: Response Priorities are assigned to reports of alleged abuse/neglect to determine the timeframe in which an investigation must be initiated. The following are response time requirements for initiating a face-to-face contact with the alleged victim:

- ◆ **Priority-1 (P-1):** IMMEDIATE – Twenty-Four (24) hours: Investigations assigned this priority must be initiated by face-to-face contact with the victim(s) immediately but no later than twenty-four (24) hours. Priority-1 reports allege that children may be in imminent danger.
- ◆ **Priority-2 (P-2):** Forty-eight (48) hours: Investigations/assessments assigned this priority must be initiated by face-to-face contact with the victim within forty-eight (48) hours. Priority-2 reports allege injuries or risk of injuries that are not imminent, life threatening or do not require immediate medical care where a forty-eight (48) hour delay will not compromise the investigative effort or reduce the chances for identifying the level of risk to the child.
- ◆ **Priority-3 (P-3):** Three (3) business days: investigations/assessments given this priority must be initiated by face-to-face contact with the victim within three (3) business days. Priority-3 are reports that allege situations/incidents considered to pose low risk of harm to the child where three (3) business days will not compromise the investigative effort or reduce the chances for identifying the level of risk to the child.

Restricted Access: An inability to view or manipulate certain case specific data in areas of TN KIDS that have been designated as sensitive for security purposes.

Restricted Account: A separate accounting of a child's financial benefits. These funds are used to cover the child's expenses prior to other funding sources. Any type of benefits received by a child including SSI, SSA, VA, and child support are held by fiscal services in a Restricted Account. If child is placed back home on a trial visit or placed with relatives, with the department retaining legal custody, the payee for SSI benefits may be changed to the care-giver who has physical custody.

Restitution: A legal action serving to make good of, or give back an equivalent for some injury or deed.

Retention Period: Period of time records must be kept according to legal and/or organizational requirements.

Return Home Case File Review: Review of an indicated perpetrator's case by DCS CPS program staff without the legal representation of either the Department or the perpetrator.

Review Hearing: Court proceedings which take place after disposition in which the court reviews the status of a case, examines the progress made by the parties since the dispositional hearing, provides for correction and revision of the case plan, and makes sure that cases progress and that children spend as little time as possible in temporary placement.

Revocation of Surrender: The legal document that a surrendering parent may complete to revoke the Surrender of Parental Rights.

Risk: The likelihood or potential that a child will suffer neglect or abuse in the foreseeable or immediate future. Risk is the product of a number of independent factors in the family which may include: prior events, current injuries, child's vulnerabilities, parent care-taking abilities and the family's social and physical environments.

Risk Assessment (CPS): An instrument used to obtain an objective appraisal of the likelihood that a family will maltreat their children in the next 12 to 24 months. This instrument also identifies families that have very high, high, moderate, or low probabilities of abusing or neglecting their children in the future. (SDM™ Tool)

Risk Factors (CPS): The descriptors of family and individual behaviors and vulnerabilities, parental perceptions, and the conditions of the family's support system that have been connected by behavioral research to the likelihood of child maltreatment. Risk factors may be reasonable predictors of future events, but they are not always sufficient proof that abuse has already occurred.

Rules of Aftercare: A set of standards a delinquent youth must comply with following a custodial episode until such time as he/she is released by both DCS and the committing court.

s of Probation: A set of standards a delinquent youth must comply with until such time as he/she is released from DCS supervised probation.

Rules, Regulations, and Minimum Standards for the Governance of Public Schools in the State of Tennessee (Rules, Regulations, and Minimum Standards): A document containing the rules, regulations, and minimum standards governing public education K-12 in the State of Tennessee as defined and published by the State Board of Education/State Board of Vocational Education. The Tennessee Board of Education is authorized by law to prescribe rules and regulations for the approval, classification and governance of all public schools (TCA § 49-1-302). The rules, regulations and minimum standards adopted by the board are intended to implement the law and to furnish a broad framework of policies within which local school systems operate.

Runaway: A child who "is away from home, residence or any other residential placement of his parent(s), guardian or other legal custodian without their consent" ...shall be known and defined as a 'runaway.' TCA 37-5-103(15)(A)(IV);

Runaway and Homeless Youth Management Information System (RHYMIS): An automated information tool designed to capture data on the runaway and homeless youth being served by FYSB's Basic Center Program and Transitional Living Program for Older Homeless Youth (TLP). RHYMIS also captures information on the contacts made by the Street Outreach Program grantees and the brief service contacts made with youth or families calling the FYSB programs

Safety Plan: Refer to Immediate Protection Agreement.

School Calendar: The yearly schedule sent by the director of education to each school principal including report card due dates.

Scope of Employment: An employee acts within the scope of his/her employment whoever he/she is doing something in furtherance of his/her official duties in good faith, in apparent lawful authority, and in accordance with departmental policy and procedures.

Screened-in CPS Reports: Alleged child abuse/neglect reports received from the community that meets the stated criteria for investigation.

Screened-out CPS Reports: Alleged child abuse/neglect reports received from the community that does not meet the stated criteria for investigation. These reports are maintained by DCS and subsequent CPS intakes shall include a search of the screened out intakes as well as reports that were accepted for investigation.

Sealed Adoptive Case: Any records, reports, or documents that are maintained at any time by any public or private agency or court regarding a child which has an adoption proceeding or a termination of parental rights proceeding about an adopted person, or that contain information about a person who was placed for adoption but for whom no adoption order was entered or for whom an adoption proceeding was dismissed or for whom an adoption was not otherwise completed, or that contain information concerning persons in the care of any person or agency, and which records have otherwise been treated and maintained by those persons or entities under prior law, practice, policy, or custom as confidential, nonpublic adoption records, sealed adoption records, or post-adoption records of the person, or that may be otherwise currently treated and maintained by those persons or entities as confidential, nonpublic adoption records, sealed adoption records or post-adoption records of the person.

The sealed record is confidential and shall be opened only as provided there is a court order pursuant to § 36-1-138.

Sealing of Records: A legally mandated procedure for maintaining confidentiality and preservation of records.

Seclusion: The time-limited placement or confinement of an individual alone in any room or area from which egress is prevented.

Section: The sum of all organizational entities reporting to a Central Office Director.

Security Devices: Locks, gates, doors, bars, fences, screens, ceilings, floors, walls, and barriers used to confine and control detained individuals. Also included are electronic monitoring equipment, security alarm systems, security light units, auxiliary power supplies, and other equipment used to maintain facility security.

Security Log (YDC): Those records at an institution in which information about population count, youth movement, activities, events, and conditions pertinent to the institution's security and treatment operations are documented in a hard-bound record book with pre-numbered pages.

Security Threat Group (STG): Any organization, association or group of persons, either formal or informal, which may have a common name or identifying sign or symbol, whose members or associates engage in or have engaged in activities which include, but are not limited to: planning, organizing, threatening, financing, soliciting or committing unlawful acts.

Security Threat Group (STG) – Active Participant: A youth is identified as an active STG participant when it has been established that he/she actively participates in STG activities.

Security Threat Group (STG) – Disruptive Participant: A youth is identified as a disruptive participant when the youth constitutes a threat to him/her and others.

Security Threat Group (STG) - P assive Participant: A youth is identified as a passive STG participant when he/she exhibits identifiers of Previous STG behavior, but does not continue with the activity.

Segregation: The confinement of an inmate to an individual cell that is separated from the general population. There are three forms of segregation: administrative segregation, disciplinary detention and protective custody.

Self-Mutilation: To cut, stab, rip, burn, or otherwise damage any portion of the body by self-inflicted means.

Self-Sufficient: The ability to maintain oneself or itself without outside aid: capable of providing for one's own needs.

Self-Sufficiency Skill Training: Evaluation of the level of Interdependent living skills, with targeted training, mentoring, coaching, and teaching of skills to enable independence as part of the treatment plan and delivery.

Selling Inhalants/Drugs/Intoxicants: To exchange illegal or unauthorized drugs for money or other items of value; the giving or loaning of illegal or unauthorized drugs to another shall be included under this definition.

Sending State: (1) A party state, officer or employee thereof; a subdivision of a party state, or officer or employee thereof; a court of a part state; a person, corporation, association, charitable agency or other entity which sends, brings or causes to be sent or brought any child to another party state.

(2) A state that has sent a juvenile to another state for supervision under the provisions of the Interstate Compact on Juveniles or Interstate Compact on Placement of Children.

Seniority: An employee's standing relative to others in terms of length of service.

Serious Bodily Injury: An injury to the body which involves a substantial risk of death, unconsciousness, extreme physical pain, protracted and obvious disfigurement and/or loss or impairment of the function of a member or organ of the body. **DOE**

Service of Process: The delivery of a legal document (i.e., summons and complaint, subpoena) to the party to whom it ought to be delivered, or his/her agent. Service must furnish reasonable notice of proceedings to afford an opportunity to appear and be heard.

Seven-Rule-Violation: Once a youth in youth development centers or community residential facilities receives seven (7) minor disciplinary violations within a consecutive 7-day period, the case manager must write up a major disciplinary report and the report shall be routed through the normal channels for a disciplinary hearing. The report must include documentation of the seven (7) minor disciplinary violations.

Severe Child Abuse: [TCA 37-1-102 (21)] (A) The knowing exposure of a child to or the knowing failure to protect a child from, abuse or neglect that are likely to cause great bodily harm or death and the knowing use of force on a child that is likely to cause great bodily harm or death. (B) Specific brutality, abuse, or neglect towards a child which in the opinion of qualified experts has caused or will reasonably be expected to produce severe psychosis, severe neurotic disorders, severe depression, severe developmental delay or retardation, or severe impairment of the child's ability to function adequately in his environment, and the knowing failure to protect a child from such conduct. (C) The commission of any act towards the child prohibited by TCA 39-13-502, 39-13-503, 39-13-504, 39-13-510, 39-13-522, 39-15-302, 39-17-1005, or the knowing failure to protect the child from the commission of any such act towards him.

Sexual Abuse: Sexual Abuse includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

Sexual Battery: Unlawful sexual contact with a victim by the defendant or the defendant by the victim accompanied by any of the following circumstances: (1) Force or coercion is used to accomplish the act; (2) The sexual contact is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the contact that the victim did not consent; (3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or (4) The sexual contact is accomplished by fraud.

Sexual Contact: The intentional touching of another person's intimate parts or the intentional touching of the clothing covering the immediate area of such intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification.

Sex Offender Registry (SOR): An on-line service provided by the Tennessee Bureau of Investigations. The service includes a database search, accessible to the public, of registered sex offenders. The sex offender search consists of those offenders who committed sexual offenses on or after July 1, 1997.

Sexual Penetration: Sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body.

Sexual Slurs: A derogatory remark which is used to degrade a person based on gender, alleged sexual preference, or alleged sexual behavior. **DOE**

Shift Roster: A standardized display of security personnel assignment covering a one-week period from Sunday through Saturday for a specific eight-hour period of facility operation. The roster lists all posts authorized in the post assignment schedule for the particular shift, displays the regular day off assigned to each post and provides space to entering the name of the employee regularly assigned. The schedule also sets forth the daily assignment of each employee assigned to such posts. Relief posts are appropriately coded in such a way that entry of the code in the regularly assigned roster shows which relief post provided relief for the regular post and day in question. A similar scheme of relief notation is developed for annual leave relief for all three shifts. Together, three shift rosters and an annual leave schedule cross referenced to them will display the assignment of all security personnel for a period of one week.

Siblings: Persons sharing a common biological or legal parent, including brothers, sisters, step brothers/sisters.

Slang: Unconventional words or phrases that express either something new or something old in a new way. It is flippant, irreverent, or it may be indecent or obscene.

Social History: See Family Functional Assessment (FFA).

Social Security Administration (SSA): The SSA is part of the U.S. Department of Health and Human Services (DHHS). The agency administers many different programs including the Supplemental Security Income (SSI) Program. The agency determines eligibility of claimants, makes the basic payment to recipients, and maintains a master record of recipients.

Social Service Child: A child whose main reason for being in DCS custody is not due to their committing some delinquent act.

Special Needs Child: Caucasian child(ren), age nine (9) and above; African American child(ren), age three (3) and above; Child(ren) of mixed race, age three (3) and above; any race/any age sibling group of three or more children or any race/any age child(ren) who has (have) a severe physical, emotional or behavioral handicap(s) which would present a significant challenge to the adoptive placement.

Split Relief (YDC): A relief schedule that requires the relieving employee to work two different shifts within the same work week.

Social Services Block Grant (SSBG): are the funding mechanisms used by the federal government to provide federal financial participation to states for the delivery of social services. These funds are used by the Department of Children's Services to support services provided directly by DCS staff and to purchase services through grant/contracts with other public, private or state agencies. Priority is given to serving child protective services cases. The following services are purchased with SSBG funds by the Department of Children's Services:

- ◆ Adoption Services
- ◆ Child Development Services
- ◆ Child Care Services
- ◆ Foster Care Services
- ◆ Homemaker Services
- ◆ Pregnancy and Parenting Services
- ◆ Protective Services for Children

Social Services Management System (SSMS): The Tennessee child welfare information data system before TNKids and is currently stored in the Oracle Remedy database and is accessed via a user interface that is requested through ROLS.

Special Education Diploma: is awarded to students who have satisfactorily completed an individualized education program, and who have satisfactory records of attendance and conduct, but who have not met competency test or gateway examination standards.

Staff Chaplain: A duly ordained representative of legitimate religious practice who meets the requirements established by the Department of Personnel for state employment. This individual is responsible for providing pastoral care and non-sectarian religious leadership within an institution.

Staffing(s): A meeting of DCS staff and other professionals for the purpose of discussing/evaluating diagnostic data, strengths, challenges, and actions to be taken regarding a youth's individual program plan. A staffing may or may not involve the youth and his/her family and is not to be confused with a child and family team meeting which always includes the youth and his/her family.

State of Tennessee Accounting and Reporting System (STARS): is the single check-generating system for the State.

Standard Mental Health Transfer (YDC): A non-emergency, transfer as provided by TCA 33-3-401, which facilitates the movement of a youth from a TDCS facility to a DMHMR facility through a referral process coordinated by DMHMR liaison.

State Fire Marshal: The official assigned to represent the state government in all matters governing fire control and safety in state operated facilities.

State Funded Scholarship: A scholarship program administered by the DCS Office of Interdependent Living that utilizes state funds to promote access to higher education and increase opportunities to defray the high cost of post secondary

education for eligible youth. This scholarship can only be used to attend a Tennessee state educational institution. Priority will be given to eligible youth who do not meet criteria for DCS' Chafee ETV program.

State-owned property: All items established by the Department of General Services as major assets or minor sensitive equipment excluding **State Buildings or Real Estate**. These items are included on the POST inventory listing.

Status Offenses: In juvenile law, a category of offenses which, if committed by an adult, would not be considered a violation of the law, such as truancy, unruly and curfew violations.

Status Offender: One who has been adjudged guilty of a status offense (unruly). A term used to designate a child adjudicated by the juvenile court and placed under court supervision, but legally remaining non-delinquent. {(AKA) Child in Need of Supervision (CINS), (CHINS); Person in Need of Supervision (PINS); Deprived Child, Undisciplined Child.

Stealing: The unauthorized taking or using of the personal property of another person.

Step-parent: An adult who is married to the biological or legal parent of a child, but who is not the child's legal or biological parent.

Stipulation: An agreement, admission, or concession made by parties in judicial proceedings or by their attorneys, relating to business before the court.

Structured Decision Making™ System: The assessment tools used by CPS in making critical decisions in reports of child abuse/neglect.

- ◆ **Reliability:** Structured assessment tools and protocols systematically focus on the critical decision points in the life of a case, increasing worker consistency in assessment and case planning. Families are assessed more objectively and decision-making is guided by facts of the case, rather than individual judgment.
- ◆ **Validity:** Research repeatedly demonstrates the model's effectiveness at reducing subsequent abuse/neglect as evidenced by reduced rates of subsequent referrals, substantiations, injuries to children, and placements in foster care. The cornerstone of the model is the actuarial research-based risk assessment that accurately classifies families according to the likelihood of subsequent maltreatment, enabling agencies to target services to families at highest risk.
- ◆ **Equity:** Structured Decision Making™ (SDM) assessment tools ensure that critical case characteristics, safety factors, and domains of family functioning are assessed for every family, every time, regardless of social differences. Detailed definitions for assessment items increase the likelihood that workers assess all families using a similar framework. Research demonstrates racial equity of the risk assessment tool in classifying families across risk levels. The reunification assessment tool has demonstrated expedited permanency for children, regardless of race.
- ◆ **Utility:** The model and its tools are easy to use and understand. Assessment tools are designed to focus on critical characteristics that are necessary and relevant to a specific decision point in the life of a case. Use of the tools provides workers with a means to focus the information gathering and assessment process. By focusing on critical characteristics, workers are able to organize case narrative in a meaningful way. Additionally, the tools facilitate communication between worker and team leaders, and unit to unit, about each family and the status of the case. Aggregate data facilitates communication among community partners and stakeholders.

Structured Decision Making Assessments:

- ◆ **Structured Decision Making (SDM) Response Priority Decision Tree:** A set of decision trees that guides Central Intake Team Leaders and CPS caseworkers through key questions that allow them to determine how quickly a CPS investigation must be initiated. The decision trees structure this analysis to determine a response priority level. (See definition of Response Priority.)
- ◆ **Structured Decision Making (SDM) Child Abuse/Neglect Screening Criteria:** Determines whether a referral meets agency criteria for a child abuse/neglect investigation. Immediately upon receipt of all available information pertaining to the report, but no later than within 24 hours of receipt of the report, unless the intake supervisor decides that more time is needed to gather information. When the intake supervisor decides to gather more information, the screening criteria must be completed no later than 24 hours from receipt of the report.

- ◆ **Structured Decision Making (SDM) Safety Assessment:** The safety assessment is used to guide decisions about the removal and return of a child to his/her family. It also guides decisions on whether or not the child may remain in the home, the need for interventions to eliminate the threat of immediate harm, or if the child must be protectively placed. An immediate protection agreement is required for all children when any immediate harm factor has been identified when any **child will remain** in the home.
- ◆ **Structured Decision Making (SDM) Family Risk Assessment:** The risk level is used to determine if the case should be opened/transferred for ongoing services or be closed following the investigation. Note that children removed from their home for safety considerations will have cases opened regardless of the risk level as long as safety concerns remain.
- ◆ **Structured Decision Making (SDM) Family Risk Reassessment:** The risk reassessment guides the decision to close a case and, for cases that remain open, the level of service.
 - ◆ All cases in which risk is reduced to low should be considered for closure unless special circumstances exist.
 - ◆ Cases in which risk remains or is reduced to moderate should be considered for closure.
 - ◆ High or very high risk cases should remain open unless special circumstances exist.
 - ◆ For cases that remain open following reassessment, the NEW risk level guides minimum contact standards that will be in effect until the next reassessment is completed. Use the contact standards guidelines in Section IV of this manual.

Structured Decision Making (SDM) Contact Standards for Ongoing Cases: Determines the minimum number of face-to-face visits and collateral contacts the worker must have with the family (in-home cases- cases in which DCS does not have protective custody).

Subpoena: is a command to appear at a certain time and place to give testimony upon a certain matter.

Substance Abuse Screening: An examination of urine and/or blood to determine the recent ingestion, inhalation, or injection of alcohol or drugs, also referred to as drug screen.

Substantial Compliance/Non-Compliance: In juvenile court, refers to the parent's standard of conformity with his/her responsibilities in the permanency plan. Substantial compliance is the minimum standard for parents' conformity under which a child may be returned to the home. Substantial non-compliance with the plan is a ground for termination of parental rights. *TCA 36-1-113(g)(2)*.

Suicidal Tendencies: The past or present manifestation of threats of suicide, suicide gestures, or suicide attempts; or the manifestation of a mental condition/mental state (e.g., depression or conduct disorder) that is often associated with suicide attempts.

Summons: Instrument used to commence a civil action or special proceeding in Court against the parties named on the summons. This document informs a defendant (the employee and/or the department) that an action is commencing against them to appear in Court to answer a suit and states the date by which an answer (to the complaint) must be filed.

Supervisor: Person to whom an employee directly reports.

Supplemental Security Income (SSI): SSI for children are monthly cash benefits payable to children under the age of eighteen (18) with physical, mental or emotional disabilities and who have limited income and resources or who come from homes with limited income and resources. The benefits can continue to be paid into adulthood if the individual continues to be disabled.

Support Staff: Staff not directly providing program services to children/youth. There are two categories of Support Staff: *Minimum contact* - includes secretaries, clerks, computer/information resources staff, warehouse personnel, accountants and

bookkeepers, personnel staff and others who have minimal or no contact with children/youth. *Regular or Daily contact* - includes food service staff, maintenance workers, and others whose work requires day-to-day contact with children/youth.

Surrender of Parental Rights: The legal document whereby the birth parent(s) or guardian(s) of the child voluntarily relinquishes his/her rights or rights of guardianship and responsibilities directly to the DCS, a child-placing agency or directly to the prospective adoptive parent(s) for the purpose of adoption.

Surrogate Parent: Refers to the person appointed by the Local Educational Authority (LEA) in specific instances, to act in the place of a parent in order to ensure that the rights of a child eligible for special education services under IDEA are protected.

Suspension: Enforced leave of absence for disciplinary purposes.

Syphilis: The incidence of syphilis has increased and decreased dramatically in recent years, with more than 11,000 cases reported in 1996. The first symptoms of syphilis may go undetected because they are very mild and disappear spontaneously. The initial symptom is a chancre; it is usually a painless open sore that usually appears on the penis or around or in the vagina. It can also occur near the mouth, anus, or on the hands. If untreated, syphilis may go on to more advanced stages, including a transient rash and, eventually, serious involvement of the heart and central nervous system. The full course of the disease can take years. Penicillin remains the most effective drug to treat people with syphilis.

T

Targeted Case Management (TCM): an activity that involves engaging the family in a positive helping relationship and empowering them to solve problems that place the child at risk of harm and of coming into state custody. These activities include: Advocacy, Arranging Delivery of Services, Assistance in Accessing Needed Services, Case Consultation, Crisis Assistance and Tracking Referral / Follow-Up.

Technology Asset: A hardware or software product that is purchased to support or enhance a business process.

Telecommuter: An employee who telecommutes.

Temporary Assistance to Needy Families (TANF): is the federal financial assistance or “welfare” program. In Tennessee, it is called “Families First.”

Temporary Custody: The legally ordered status of a child when an adult or an agency receives physical care, control, and supervision of a child for a limited time. Temporary custody is subject to the remaining rights and duties of the parent or guardian and to any limitations in the Court's order.

Temporary Holding Resource (THR): A public or private short-term (72 hours, exclusive of non-judicial days) placement alternative for children pending adjudication, or dispositional placement, or pending return to a dispositional placement. These facilities are primarily staff secure and house no more than eight children.

TennCare: TennCare is the state of Tennessee's Medicaid program that operates with special provisions for eligibility under a waiver granted by CMS (Centers for Medicare and Medicaid). TennCare is a program that provides medical assistance for certain individuals and families with low incomes and resources, as well as individuals who are uninsured or uninsurable. Individuals enrolled in TennCare are assigned to MCCs (managed care companies) who manage the administration of the benefits and coverage.

TennCare Rate: The rates established by TennCare (Medicaid) or any subsequent plan for a particular medically necessary service or treatment.

TennCare Services and Appeals Tracking program (SAT): A web based application used to track and monitor the implementation of TennCare services identified for children in care. TennCare Services tracked in the SAT database include those identified on the Permanency Plan for the child, and any Follow Up recommendations from the child's initial or annual EPSDT, as well as any additional or specialized assessments or evaluations.

Tennessee Claims Commission: A commission of three commissioners appointed by the governor, one from each of the three "Grand Divisions" of the state, to hear and make determinations of claims appealed from the division of Claims Administration, and claims referred by and any claim not settled by the division of claims Administrator within the time set by statute.

Tennessee Code Annotated: The collection of Tennessee's state laws.

Tennessee Commission on Children and Youth (TCCY): The Tennessee Commission on Children and Youth is an independent agency created by the Tennessee State Legislature whose primary mission is to advocate for improvements in the quality of life for Tennessee children and families. TCCY staffs and coordinates 9 regional councils that address the local needs of children and families, provide organizational structure for statewide networking on behalf of children and families and provide local input to the commission. The policy-making body of TCCY is a 21-member commission whose members are appointed by the governor. At least one member is appointed from each of Tennessee's 9 development districts. Five youth advisory members meet the federally mandated composition required for a state advisor group.

Tennessee Department of Children's Services (DCS): The State of Tennessee Government Department that was created in July 1996 by consolidating children's services programs from six separate departments. DCS has the responsibility for protecting children from abuse and neglect, providing temporary care for children who cannot safely remain in their own homes, providing permanent homes for those children who are legally free for adoption, and rehabilitating delinquent youth through residential treatment and community-based programs.

Tennessee Department of Human Services (DHS): The State of Tennessee Government Department that provides a quality system of coordinated human services to Tennesseans and enable them to achieve self-sufficiency. These services include Family Assistance, Social Services, and Rehabilitation Services.

Tennessee Driver License Classifications:

Class D: Operators of regular passenger vehicles, pick-up trucks, or vans.

Class D with F (For hire endorsement): The operator's main job is to drive or transport people in a Class D Vehicle.

Class A, B, or Commercial: Operators of large vehicles generally described as any vehicle or combination of vehicles weighing more than 26,000 pounds. A Commercial Driver's license is required of vehicles designed to transport more than fifteen (15) passengers including the driver, or if the vehicle is used as a school bus.

Tennessee Youth Advisory Council: A youth-driven organization consisting of youth in custody, youth who were formerly in care and adult partners experienced in the system of foster care. Through youth helping other youth, members are committed to working together to improve the system by identifying problems, influencing policy, and making positive changes for the youth they represent.

Terminal Condition: Any disease, illness, injury or condition, including, but not limited to, a coma or persistent vegetative state, sustained by any human being, from which there is no reasonable medical expectation of recovery and which, as a medical probability, will result in the death of such human being, regardless of the use or discontinuance of medical treatment implemented for the purpose of sustaining life, or the life process.

Termination of Parental Rights Hearing: A formal proceeding usually sought by a state agency at the conclusion of dependency proceedings in which severance of all legal ties between parent and child is sought against the will of one or both parents, and in which the burden of proof must be by clear and convincing evidence.

Therapeutic Abortion: Abortions that are recommended by a health care provider to protect the mother's physical or mental health.

Threatening of Staff: Any explicit act by a student, whether verbal or non-verbal, which constitutes potential danger to staff. Mere words, spoken with no appearance of any intention to carry out the threat, are not an offense in this category.
DOE

Time-out: A process in which a child or adolescent can calm down and/or self-reflect, usually by being quiet and disengaging from current stimuli. The time-out will be time-limited and may be conducted with or without removing a child from peers or the immediate area. It may be initiated at the child or staff's request or directed by staff.

Title IV-A: A section of the Federal Social Security Act that provides funding for State agencies to provide social services to families in need. Also referred to as Temporary Assistance to Needy Families (TANF).

Title IV-B: Federal reference requirement to utilize state funds.

Title IV-D: A section of the Social Security Act that requires the Department to seek child support.

Title IV-E: A section of the Social Security Act that provides funding for the maintenance of children in foster care who meet certain AFDC eligibility criteria and who meet certain legal requirements, e.g., best interests, reasonable efforts. Title IV-E also supports some DCS salary and administrative costs.

Title II Funds: Funds made available from the Social Security Administration for the care and maintenance of a child having a deceased, aged, or disabled parent(s), as provided in Title II of the Social Security Act.

Title IV-E Funds: The maintenance payments made for eligible children in foster care family homes or child care institutions housing up to 25 people, and that portion of the title which permanently authorized States to develop adoption assistance agreements with the adoptive parents of children with "special needs". A maintenance payment is the expenditure for room, board, clothing and food.

Title XVI Funds: Supplemental security income (SSI) funds made available from the Social Security Administration for the care and maintenance of a child with a disability, as provided in Title XVI of the Social Security Act.

Title XIX: Medical assistance (Medicaid) provided under Title XIX of the Social Security Act.

TN Kids: A statewide database application developed by the TN Department of Children's Services to provide efficient access to information about children and families served by DCS.

Tennessee Occupational Safety and Health Act of 1972 (TOSHA): Tennessee Legislation that established safety and health monitoring of all Tennessee businesses and industries (TCA 50-3-101, et seq.). TOSHA strives to save lives, prevent injuries and protect the health of Tennessee workers. Staff establishes protective standards, enforces those standards and reaches out to employers and employees through technical assistance, training and consultation programs. The Occupational Safety and Health Division of the Tennessee Department of Labor administers the TOSHA program.

TN KIDS: The DCS information management system on children and families in DCS custody.

Training: An organized, planned, and evaluated activity designed to achieve specific learning objectives and includes requirements for completion, attendance recording, and a system for recording completed training. Types of training may include formal classroom instruction; on-the-job training under the direction of an instructor; training meetings or conferences that include a formal agenda and instruction by a qualified teacher, supervisor, or official; manual training; physical training, etc. *Staff meetings* and *supervisory conferences* are not considered training.

Transcript: Record of school completion by course as required by Tennessee Department of Education's Rules, Regulations and Minimum Standards for high school graduation.

Transfer (Student): The movement of a student's who has already been assessed/classified and is moving between YDCs or group homes. This excludes the initial placement at the YDC). Most often the movement from a YDC to a group home is called a "step-down".

Transitional Living Services: Transitional Living Services are considered a version of Post-Custody Services. Transitional Living Services are also considered an extension of Interdependent living services, and are designed to expand upon such service options for youth and young adults. Transitional Living Services may be an option for youth who are not eligible for DCS Voluntary Post-Custody Services, as services directly provided by DCS may be mitigated by the ability of DCS to support aspects of a young adult's overall Interdependent Living Plan. Such factors may include the young adult not emancipating to adulthood from state custody, educational status upon emancipating to adulthood which could affect the ability of DCS to support continued placement via existing funding streams, loss of eligibility for DCS Voluntary Post-Custody Services, or the youth's age. Transitional Living Services are rendered by contracted providers.

Treatment Team: Treatment teams are a group of Youth Development Center and DCS Group Home staff assigned from the youth's developmental program areas and include the youth's parent/guardian and the youth. These individuals oversee the provisions of the youth's individual program. The treatment team also monitors and supports the progress of the youth during his/her placement. The Treatment Team will include, but not be limited to the following:

The Youth - The youth attends his/her staffing and participates in the evaluation and planning. It shall be explained to the youth that the IPP is his or hers, not the facility's. The youth must invest in the program in order to experience success.

Team Leader - The treatment team leader in most cases is the assigned Case Manager. This member is responsible for directing the team in developing, implementing, monitoring and amending the INDIVIDUAL PROGRAM PLAN. This member schedules and chairs staffings, receives progress reports from other members and writes the staffing report.

Education Representative (ER) - This member is a teacher and/or an Education Specialist holding a valid Tennessee Teaching License. The ER collects and presents youth related reports from academic and vocational teachers. The ER prepares the youth's evaluation reports and monitors progress. For youths who require SPECIAL EDUCATION SERVICES, the ER will consult the special education teacher for information that is needed by the treatment team.

Living Unit Representative - This member monitors progress of the youth in the group life environment and responds to the same in program planning (DCS Group Home Food Service Stewards only can be a voting member for youth staffings).

Home County Case Manager - The DCS case manager who is assigned primary responsibility for working with the child/youth and the family will be invited to attend staffings.

Parent/Guardian - The parent/guardian must be invited to attend the Initial Program Staffing, Quarterly Staffing and Release Staffing for the youth. However, staffings can proceed if parent/guardians do not attend. Parents/guardians are always considered important in treatment planning and they maintain certain parental rights.

Other Participants - Staff representation from the medical, mental health, vocational, recreational and legal resources will be asked to attend staffings, as the team requires.

Trial Visit: The return of physical custody of the child for a specific time period to a parent, relative or other appropriate individual to determine whether legal custody should be granted to that parent, relative, or other appropriate individual; however, the state retains legal custody during the trial visit period.

Truant: A child who willfully and unjustifiably fails to attend school when attendance is required by law. Truancy is a punishable offense within the juvenile system in some states and, in others it is the basis of a petition for a child in need of services.

Type I Visitor: Immediate family members, including parents, siblings, grandparents, half-siblings, step-parents, spouse, children, or other family members who have had custody of the youth and other significant family or extended family members.

Type II Visitor: Other persons not defined as Type I Visitors who do not function in a professional capacity or who are not approved volunteers who desire to visit a youth while he/she is placed in a group home.

U

Unfounded Classification (CPS): Investigation disposition that determines there is insufficient evidence under State law or policy to conclude that the child has been abused or neglected or is at risk of being abused or neglected.

Unruly Child/Youth: An unruly child is one in need of treatment and rehabilitation who habitually and without justification is truant from school while subject to compulsory schools attendance under TCA 49-6-3007; or habitually is disobedient of the reasonable and lawful commands of the child's parent(s) , guardian, or other legal custodian to the degree that such child's health and safety are endangered; or commits an offense which is applicable only to a child; or is a runaway- a child who is away from the home, residence, or any other residential placement of his parent(s), guardian, or other legal custodian without their consent.

User: A person that uses the computer.

V

Verification of Birth: A certificate of live birth.

Verification of Disability: The youth has received an individual assessment, has been certified as having a disability(ies), and has been determined by the program staffing team to be in need of special education services.

Visitation: Regular contact between a child/youth and his/her parents as mandated and defined by federal foster care legislation. Any dependent/neglected, unruly or delinquent child/youth placed in foster care must be granted an opportunity for visitation each month, which may be supervised or unsupervised. Please note, however, that any visitation by delinquent youth that involves a return to the home community for a period of time and is unsupervised by program staff, the consent of the committing Court is required unless the Court has declined or failed to exercise the authority granted in T.C.A. §37-5-106 (4).

Vocational Education: A systematic plan of instruction and hands-on application to train a youth in a skill or trade.

Vocational Assessments/Services/Planning/Training: Administering and implementing vocational aptitude assessments, interest surveys, vocational planning and coaching, and vocational training. Services for vocational training and coaching

may be accomplished through enrollment in vocational training courses or approved apprenticeships. Assessment and the provision of services by the Office of Vocational Rehabilitation also apply.

Voluntary Return: This relates to the return of the juvenile runaway, escapee, or absconder (under Article VI) to his home state and denotes that he consents to return there voluntarily.

Voluntary Surrender: In Juvenile Court, a legal process by which a parent intentionally relinquishes his or her parental rights.

Volunteer: A person who contributes services to the DCS without direct monetary rewards from the DCS and shall be considered an unpaid staff member according to TCA.

Volunteer Chaplain: A duly ordained representative of legitimate religious practice responsible for providing pastoral care and non-sectarian religious leadership within an institution or community residential program.

Volunteer Supervisors: Staff person to who provides direct supervision of a volunteer.

W

Waiver (General): Relinquishing of right: the voluntary surrender of a right or claim. A document or formal statement giving up a right or claim, or an action indicating an intention to waive something.

Weapon: Any hand gun, rifle, shotgun, knife, bow and arrow, and/or any other instrument which by its nature or fashion is capable of causing death or serious bodily harm. **DOE**

‘Weapon’ means any dangerous instrument or substance, which is capable of inflicting any injury on any person. *TCA 49-6-4202(1)* **Education; School Security Act**

Weekend Pass: An authorized absence from the facility during the weekend lasting from at least overnight up to five days.

Willful Abandonment: A period of four consecutive months immediately preceding the filing of a proceeding or pleading to terminate the parental rights of the parent(s), guardian(s) of the child who is the subject of the petition for termination of parental rights or adoption, that the parent(s) or guardian(s) either have willfully failed to visit or have willfully failed to support or make reasonable payments toward the support of the child.

This term may also be used to describe the abandonment of a biological or legal father who has either willfully failed to visit or willfully failed to make reasonable payments toward the support of the child’s mother during the four months immediately preceding the birth of the child.

This term may also be used to describe the willful abandonment of an incarcerated parent or guardian who willfully failed to visit or has willfully failed to support or make reasonable payments toward the support of the child for four consecutive months immediately preceding such parent’s or guardian’s incarceration to the parent or guardian has engaged in conduct prior to incarceration which exhibits a wanton disregard for the welfare of the child.

Worksite: The location at which the employee performs his/her job duties. This must be the same site as the applicable institution, hospital, facility, etc.

Worship: For the purposes of DCS, an activity conducted by or under the direction of an institutional chaplain or approved volunteer which is designed specifically for the purpose of exercising religious beliefs.

Wraparound Funds: Funds used to provide appropriate support for living arrangements that will lead towards permanency for children and youth in DCS custody.

XYZ

Young Adult: A youth that attained at least 18 years of age and exited state custody and is receiving Interdependent Living Services, DCS Voluntary Post-Custody Services, and/or Transitional Living Services.

Youth: An adolescent, age 14-19 that is in State's custody, or a youth age 14-17 who exited state custody to subsidized permanent guardianship, and/or adoption, who is receiving Interdependent Living Services or Transitional Living Services.

Youth Adult: A youth that attained at least 18 years of age and exited state custody, and is receiving Interdependent Living Services, DCS Voluntary Post-Custody Services, and/or Transitional Living Services.

Youth Development Center: A hardware secure DCS facility operated for the purpose of providing treatment and rehabilitative services to the state's most serious delinquent youth. *TCA 37-5-103 (16)*

Youth Development Center Program Staffing Team: An interdisciplinary team of qualified personnel employed by the department of Children's Services who represent areas of service of expertise. For students certified educationally disabled, the team will include the school administrator or designee, a teacher who has had or will have the youth in a teaching situation and a special education teacher and/or someone competent to interpret the assessment data. For mentally retarded students, the team shall include a qualified professional with respect to mental retardation.

Youth Development Center Property Officer: A staff person designated by the Superintendent to be responsible for the daily management and oversight of all state property in their respective youth development center.

Youth Commitment Reduction Credits (YCRC): (Most commonly referred to as Commitment Reduction Credits) Credits that may be awarded to determinately committed youth for good behavior and program participation to reduce the length of their determinate commitment.

Zero Tolerance: A serious violation of school policy resulting in an expulsion of up to 180 days.